



York Community College Ltd. Student Application for Admission CHHSP



York Community College Ltd
 203-14225 57 Avenue Surrey BC
 Phone 604-712-7400
admissions@yorkcommunitycollege.ca
www.yorkcommunitycollege.ca

PTIRU Registration Number **02056**

This Institution is PTIRU Designated: Yes
 No

Name, Address, and Telephone Number of Campus to be Attended
 (If different from main location)

Student Number:

STUDENT INFORMATION

Student Last Name				Student First Name and Initial			
Student Previous Last Name (if applicable)				Student Previous First Name and Initial (if applicable)			
Student Local Mailing Address (including country)						Postal Code	
Student Permanent Mailing Address (including country) (if different from above)						Postal Code	
Student Telephone Number		Alternative Telephone Number		Student Email Address			
International Student:		<input type="checkbox"/> Yes <input type="checkbox"/> No		Student Alternative Email Address			
Date of Birth:				Gender	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
	Y	Y	Y	M	M	D	D
Postal code of last permanent residence in Canada							

PROGRAM INFORMATION

Certified Holistic Health and Shiatsu Practitioner **Combined Distance**

Program Name (PTIRU Designated)

1660	49		
Program Duration Hours	Program Duration Weeks	Program Start Date	Program End Date

Credential Issued on Graduation Diploma Certificate Post-Diploma

Other (please specify) Practitioner Titles

Program Delivery Method On-Site Distance Combined

Language of Delivery if other than English _____

PROGRAM OUTLINE AND ADMISSION REQUIREMENTS

Grade 12 Graduation or 19 years of age as a mature student, or proof of Post-Secondary Education or Training Written student interview with 2 letters of recommendation Resume Government issued identification. International students will provide the General Admission requirements, a valid visa, and follow the policies for Language Proficiency by submitting qualifying test scores from recognized standard ESL Testing. IELTS overall band 6.0 or other equivalent.

Applicants for General Admission to York Community College must meet all requirements. No Waivers Apply. EST and CHHSP Students require a Medical Clearances Letter and Criminal Record Check for working in Student Clinic.

Payment of application and Registration fee is due upon Application.

Program Outline:

CHHSP Certified Holistic Health & Shiatsu Practitioner Diploma:

Courses:Ethics and Business 100 (60 hours); Oriental Bodywork 101 201(525 hours); Floor Shiatsu 102 202 (545 hours); Energy Medicine 103 203 (300 hours); Iridology 104 204 (190 hours); Auriculotherapy 105 (40 Hours); Anatomy Physiology Pathology the Holistic Health Connection (180 Hours).

Learning Objectives:Upon the completion of this Program, the successful student will reliably have demonstrated the ability to perform sessions in Energy Medicine, Shiatsu, Acupressure and Integrated Holistic Therapies for 15-, 30-, 60- and 90-minutes using skills in Chakra, Meridian, and 5 Element Diagnosis to alleviate imbalances and restore Qi flow as required. Successful Students will reliably demonstrate the planning and implementation of health and life plans based upon Iridology reading and 5 Element Interpretation.

Individual Title Certificates for Career Occupation:Oriental Bodywork Therapist, Integrated Shiatsu Practitioner, Energy Medicine Practitioner, Elemental Iridologist, Reiki Master Practitioner, Hot Waterstone Shiatsu.

Students will be evaluated by means of assignments, quizzes, exams, performance demonstrations, clinic and class participation and Attendance.

A completion grade of 72%, Attendance of not less than 90%, Online studies, demonstrated skills in Modalities and Clinic professionalism, completion of Case Studies, and all fees due to York Community College are required for graduation.

Students should expect to add 10+ hours some weeks for homework and reading to complete assignments.

Qualifying Students will receive title as a Certified Holistic Health Practitioner™ and must continue to maintain practice under the Standards and Code of Ethics maintained by York Community College Member Practitioners of Certified Holistic Health.

Please see www.yorkcommunitycollege.ca for a full individual course listing and learning objectives for the individual courses in the CHHSP and EST Programs.

Upon Acceptance to your Chosen Program, you will be scheduled to sign your enrolment contract.

REFUND POLICY

Definition of Terms:

1. York Community College is here after referred to as “York Community College Ltd.”
2. Certified Holistic Health & Shiatsu Practitioner Diploma and/or Esthetics and Spa Therapist Diploma are here after Referred to as the “Approved Program”.

1. If **York Community College Ltd.** Receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the Approved Program with In Class, Combined Distance, Synchronous or Asynchronous Distance Delivery in which the student is enrolled if:
 - i. The institution receives a notice of withdrawal from the student no later than seven days after signing the enrolment contract and before the program Start Date - 100% of tuition and all related fees, other than application and assessment fee. Related fees include administrative fees and fees charged for textbooks or other course materials.
 - ii. More than seven days after the student, or the student’s parent or legal guardian, signs the student enrolment contract and before the program Start Date – the institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
 - iii. The institution does not provide all the hours of instruction of the work experience component within 30 days of the contract end date, unless the registrar determines the institution was prevented from doing so by circumstances beyond its control. - 100% of tuition and all related fees, other than application and assessment fees. Related fees include administrative fees and fees charged for textbooks or other course materials.
2. York Community College Ltd. will refund 100% for all tuition and admissions fees of the Approved Program in which the student is enrolled and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission and the registrar orders the institution to refund tuition and fees.
3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, York Community College Ltd. may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through asynchronous distance education.
4. When the Approved Program is provided with In Class, Combined Distance, or Synchronous Distance Delivery, if York Community College delivers a notice of dismissal or receives a notice of withdrawal from student after the contract start date
 - i. No later than seven days after the program start date, the Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.
 - ii. and up to or less than 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 10% of the tuition paid or payable under the student enrolment contract.
 - iii. and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition paid or payable under the student enrolment contract.
 - iv. and after 30% but before 50% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition paid or payable under the student enrolment contract.

- v. and after 50% of the hours of instruction to be provided during the contract term have been provided, the institution may retain 100% of the tuition paid or payable under the student enrolment contract and no refunds are due.

5. When the Approved Program is provided solely through Asynchronous Distance Education, if York Community College delivers a notice of dismissal or receives a notice of withdrawal from student after the contract start date and

- i. no later than seven days after the Start Date, the institution may retain up to 10% of tuition to a maximum of \$1,000 paid or payable under the student contract
- ii. up to or before 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 10% of the tuition paid or payable under the student enrolment contract.
- iii. after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
- iv. after 30% but less than 50% of the hours of instruction to be provided during the contract term have been provided, the institution may retain 50% of the tuition paid or payable under the student contract.
- v. and after 50% of the hours of instruction to be provided during the contract term have been provided, the institution may retain 100% of the tuition paid or payable under the student enrolment contract and no refunds are due.

6. If York Community College Ltd. Receives a refusal of study permit for International Students requiring a permit in In Class, Combined Delivery, or Synchronous Delivery

- i. Before 30% of instruction hours would have been provided, had the student started the program on the later of the following:
 - a) The program start date in the most recent Letter of Acceptance
 - b) The program start date in the enrolment contract 100% tuition and all related fees, other than application fee will be refunded
- ii. Student has not requested additional Letter(s) of Acceptance. - 100% tuition and all related fees, other than application fee will be refunded.

7. If an International Student Fails to attend the first 30% of the Approved Program in In Class, Combined Delivery, and Synchronous Distance Delivery after the Start Date and a valid Student Study Visa has been issued and used York Community College Ltd. may retain up to 50% of the tuition paid or due under the student enrolment contract.

8. York Community College Ltd. Will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution Provides notice of dismissal to the student under the required refunds policy #9.

9. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:

- i. Of the date York Community College Ltd. Receives a student's notice ofWithdrawal,
- ii. Of the date York Community College Ltd. Provides a notice of dismissal to the student,
- iii. Of the date that the refusal of study permit notice is received by the institution
- iv. Of the date that the registrar provides notice to York Community College Ltd. that the institution is not complying with section 1, 2, 3, 4, 5, or 7 of this policy resulting from a dispute with the institution and the student or
- v. After the first 30% of the hours of instruction if section 3 or 7 of this policy applies.

10. If an international student delivers a copy of a refusal of a study permit to York Community College Ltd., sections1 (i), 1(ii), 7, and 9 of this policy apply as if the copy of the refusal was a notice of withdrawal, unless:

- i. The international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit,

ii. Or the Approved Program is provided solely through distance education.

11. York Community College Ltd. provides an application without enrolment process to student acceptance at the institution and does not require fees other than the application fee and required assessment fee to be paid for Approved Programs prior to the Enrolment Contract which is issued and signed within 7 days of the start date of the program. As such Section 1 (i) and (ii) apply only if the student has signed the enrolment contract prior to the Seven Days or is an international student who requires enrolment for the valid study permit process. Required assessment fee are non-refundable and based on the student meeting admissions requirements prior to being admitted for enrolment.

12. Courses and programs not requiring approval will be refunded as follows:

- i. The institution receives a notice of withdrawal from the student no later than seven days after signing the enrolment contract and Fourteen Days before the program Start Date - 100% of tuition and all related fees, other than application and assessment fee. Related fees include administrative fees and fees charged for textbooks or other course materials.
- ii. More than seven days after the student, or the student’s parent or legal guardian, signs the student enrolment contract and less than Seven Days before the program Start Date – the institution may retain up to 50% of tuition, to a maximum of \$500 paid or payable under a contract.
- iii. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, York Community College Ltd. may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through asynchronous distance education.
- iv. If the institution delivers a notice of dismissal or receives a notice of withdrawal from student after the Program Start Date no refunds are due.

13. There are no refunds on Course Pacs, textbooks, and materials delivered to and used by students.

PROGRAM COSTS

Program Costs in Canadian Dollars (\$CDN):	Amount
• Tuition (Full program Tuition Amount)	\$15,000.00
• Registration/Application Fee	\$100.00
• Prior Learning or Portfolio Assessment Fee (if applicable)	\$NA
• Textbooks and Materials (approximate cost of ordering required texts.)	\$1,400.00
• Distance Course Pac and Materials (International)	\$NA
• Supplies and Materials Onsite	\$ 400.00
• Student required exceptional expenses	\$
Other (please specify) ____	\$
Other (please specify) ____	\$
TOTAL PROGRAM COSTS INCLUDING TEXTBOOKS	\$16,900.00

PAYMENT PLAN

Tuition Payment will be made by way of: E-transfer, Certified Cheque, Cash, Or Postal Money order. Credit cards are accepted for Registration Fee, Books and Materials. Tuition through Student Loans is based on a Payment Plan according to Loan Disbursements. Flexible Payment Plans are available for Personal Funds Payment over the 11 months.

Payment Amount(s)		Date(s) Due:	Refund Policy:
Registration Fee	\$100.00	Upon Application	Non-Refundable
Tuition	\$15,000.00	Payment Plan Available	Refund Policy Effective
Texts Supplies	\$1,400.00	Ordered by Student	As per Retailer
Onsite Materials	\$400.00	Registration	Non-Refundable
Online Coursepac	\$NA	Upon Acceptance	Non-refundable once Delivered
Total Fees	\$15,500	Paid By	Semester

Important Information

Before you begin studies at a registered institution you must sign a student enrolment contract. The institution is required to provide you with a signed copy of your enrolment contract and to maintain a copy in your student file. Under the Personal Information Protection Act, you are entitled to access your student file. Further information about storage and access to your student file is contained in the institution's Privacy Policy.

Before you sign an enrolment contract, there is important information you need to know:

Required Information

The institution must provide you with written copies of its: Dispute Resolution / Grade Appeal Policy, Dismissal Policy, Admissions Policy, Privacy Policy, Attendance Policy, and Tuition Refund Policy, plus a copy of the Program Outline for the program you are taking. Ensure you have understood this information before you sign an enrolment contract.

Your enrolment contract must include the institution's tuition and fee refund policy which sets out the amount of tuition that will be retained in the event you withdraw or are dismissed from the program. The institution's tuition and fee refund policy must comply with the minimum requirements established by PTIB's Bylaws, as set out below:

Prohibitions:

- **The institution is prohibited from guaranteeing a student or prospective student employment, income, or eligibility for a work permit.**
- **Program admission requirements for your program of study cannot be waived.**

DECLARATION

By signing this form, the student acknowledges having read the information under the heading "Important Information" contained herein prior to executing their enrolment contract.

Printed Name of Student _____

Signature of Student _____

_____ Date Signed