



GENERAL & FINANCIAL CONDITIONS

ALTERNATIVE MEDICINE COLLEGE OF CANADA
INTERNATIONAL DISTANCE EDUCATION



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WELCOME TO THE AMCC

On behalf of the entire team at the College, it is my pleasure to welcome you to the Alternative Medicine College of Canada. The present document relates to the Rules, General and Financial Conditions of your registration and activity at the College.

The General and Financial Conditions of the AMCC can be modified at any time during the year. When they are changed, the modifications reflect the wish of our students and directors to:

- *Improve equity for our student body.*
- *Improve administrative & pedagogic procedures.*
- *Respond to specific criterias from government or professional associations.*

It is the student's responsibility to remain up-to-date and follow the General & Financial Conditions of the AMCC at all times.

Tous les documents peuvent-être téléchargés à:

<http://www.alternativemedicinecollege.com/downloads.html>

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ADMISSION CONDITIONS

Admission is a privilege and not a right: The study background of a candidate does not guaranty automatic admission. The AMCC reserves the right to refuse any application without having to justify its decision. In the case of a refused application, all documents and payments will be sent back to the candidate except for the non-refundable registration fee.

1. You must be 21 years of age or over.
2. You must be able to read and write English or French fluently.
3. You must have a high school, college or university level degree or have a life experience judged to be sufficient and appropriate for the chosen program.
4. Have taken or committed to following the Human Anatomy & Physiology course if required.
5. You must submit a completed registration form with a resume, a passport photo, a hand-written letter explaining your wish to register, your first payment, copies of all certificates, diplomas or documents relating to conditions 1 to 4.

GENERAL CONDITIONS

1 – ADMISSION / STATUS

1.1 To register, the candidate must provide the College with a registration form, a passport photo, a résumé, a hand written letter summarizing the reasons for application, plus tuition fees and registration fees. The first installment or full payment, including registration fees, must be a certified cheque or money order.

1.2 The admission to the Post Graduate Diploma requires the successful completion of the corresponding specialty level (or the appropriate equivalency) with the AMCC.

1.3 By registering at the College, the student agrees to respect its general and financial conditions, effective to date.

1.4 The candidate must indicate clearly if this is a professional (with exams & diplomas) or personal (without exams & diplomas) study registration status.

1.5 The candidate is considered registered with the AMCC once the College receives the signed validation form by the candidate. This form is sent when the College has received all documents and payments and the candidate has been accepted.

1.6 Once the validation form has been received by the AMCC, all changes or cancellation will incur additional administrative costs (See section 7).

1.7 In certain circumstances, the AMCC reserves the right to change the status of a student from professional studies to personal studies (See section 3).

2 – EXEMPTIONS AND ACCREDITED DIPLOMAS

2.1 The candidate can request exemption from exam course he or she attended at another institution; in this case, the candidate receives the textbook for the course but does not need to pass the exams.

2.2 The candidate request exemption from courses he or she attended in another institution; in this case, the candidate does not receive the textbook for the course and the total cost of the tuition will be reduced accordingly.

2.3 The candidate must consult the AMCC course outlines and decide which courses they would like to be request exemption from. Then they must fill out the section regarding exemptions in the registration form. When requesting exemption, students must submit documents providing

completion of courses with the registration. The tuition fee will be adjusted accordingly if courses are exempted.

2.4 For any equivalency request, the candidate needs to fill the appropriate form provided by the AMCC, cover related registration fees, and include all applicable documents supporting the requested equivalency.

3 – PACE AND STUDY TIME

3.1 The student is free to study at his or her own pace (see 3.2) whenever he or she wishes.

3.2 The student must plan his/her availability for studying prior to his registration. It must be indicated on the registration form. The training must be completed within a reasonable time frame agreed upon with the tutor.

3.3 Students who receive their courses via Internet must have an Internet carrier/supplier that supports attachments.

3.4 When the student receives a course, he/she must complete the validation form of the course with the date received and the deadline date for the course to be finished.

3.5 The average time devoted to study is 7 to 8 hours per week; the average length of a 3-credit course is 6 weeks, and 12 weeks for a 6-credit course.

3.6 Failure to advise the tutor and/or the AMCC may bring a training status change.

3.7 The College must establish a limit to the duration of a course within a registration period. This date is calculated based on the minimum study time per week, plus three months. If the Student falls behind significantly, the College can charge monthly supplemental fees, but only after the scheduled course deadline (see 7.2).

4 – EDUCATIONAL FOLLOW-UP AND TUTORING

4.1 For all programs, the College provides a tutoring service available by e-mail, in order to provide immediate answers to the students' questions.

4.2 After each level, the College provides a report with an assessment and an indication of successfully completed courses.

4.3 If the student is registered for professional training he must return for each course: the exam answer grid, the validation form, and, on demand, the revision questions at the end of each chapter.

4.4 If registered for personal training, the student does not have to return the exam for each course. The validation form for the course must be returned on time.

5 – PROFESSIONAL FOLLOW-UP

5.1 The College offers its graduates the possibility of becoming members of professional associations recognized by private insurance companies.

5.2 Any student or graduate interested in being involved in activities (voluntary or paid) can do so by applying to the College. Through these activities, he or she will benefit from references, addresses and professional contacts.

5.3 All students with the AMCC will receive tax receipts for income tax returns during the month of March of each year.

5.4. All active Students have access to a private social media group on Facebook.

5.5. Students can optionally attend workshops, internships or conferences that are advertised on the College's website.

6 – TUITION FEES

6.1 The AMCC accepts students from all over the world but payments have to be made in Canadian currency only.

6.2 Tuition fees for a program, theme, module or an individual course, include: registration fees, taxes, online training, exams, tutoring, and communications.

6.3 There are no additional fees for services and communication with the teacher (tutorial) during course time.

6.4 The AMCC offers payment options (see 10.1 and 10.6 below). The student must choose his payment plan during registration. The Administration will determine a monthly payment. This amount will be indicated on the Validation Form, before the start of the courses. It is strongly recommended that the Student communicates with the Administration to arrange terms of all payments.

6.5 The first installment (a payment of 10 or 20%) must be made ten days before the start of courses, or as indicated by the Administration.

6.6 When there is a substantial cumulated delay over the expected student's training ending date, monthly administrative fees (50 CDN\$) will be charged to his account after the third month extension until the end of his training.

6.7 Tuition fees for a given program, theme, module or individual course, are calculated by multiplying the credit rate by the number of credits in the program, except for Anatomy-Physiology course.

6.8 Relating to Diploma Equivalency, if the record is accepted, the Student must make a payment by credit for the equivalence obtained (see Table 6 - Tuition Table), and the Student will receive all courses required from the College to get up-to-date.

7 – ADDITIONAL FEES

Administration fees are not applicable for all students (depending on specific circumstances) and will only be required by the College on demand, see 7.1. Registration fees are included with tuition fees.

7.1 Administration Fees

	\$ Cdn
Returned cheque	45
Exemption request, per course (maximum 3)	30
Closure of a student file	50
Form to be filled out for a third party and/or third party payment fee	25
Recall letter for late schedule	15
Equivalency, cost by credit	28
Non-automated differed payments or late payment fees (monthly)	1 % of balance
Extra copy or replacement of a lost or damaged course manual	30
Exam retake	25
Clinical Studies retake	75
Monthly charges for prolonged studies (see 3.7)	50

7.2 Admission Fees

	\$ Cdn
Programs or Level (included with our tuition fees)	75
Individual Courses (included with our tuition fees)	45
Equivalency	400

7.3 The college sends the majority of documents in digital format; however, for diplomas or other specific documents, we deliver them by mail. In most Western countries, the college assumes all costs but for some countries, the College reserves the right to charge an additional fee. There is no extra charge for any shipment by email.

7.4 Admission to the Post Graduate Diploma program:

Admission to the Post Graduate Diploma level is automatic once a Student has obtained a specialty diploma at the AMCC.

In the case where the Practitioner comes from another institution or country, he must complete his Admission Request, and attach all required documents.

The number of study hours, the courses and the school's program will be the criteria used to decide the case. After evaluation by the Committee, the College will let the Student know the steps to follow to obtain a diploma.

8 – REDUCTIONS

8.1 When applying to program of 60 credits or more, the Human Anatomy & Physiology course tuition fees are completely free of charge, except for the cost of the following mandatory textbook:

Human Anatomy & Physiology, Elaine M. Marieb's

That book is available online at amazon.ca, amazon.com or in any bookshop.

8.2 If the students is registered in a shorter program, the AMCC offers a lower price for the course Anatomy and Physiology.

9 – CANCELLATION / REIMBURSEMENT

9.1 Registration

The candidate may cancel his/her request for registration by registered letter. If the letter is received within ten days of the registration, the AMCC will reimburse all money except for the non-refundable Registration Fee.

9.1.2 Start date courses

In correspondence courses, the course start date is no more than 10 days from the date of registration, unless the student has specified a later date on the application form.

9.2 Reimbursement – Fees Calculation

If a student cancels his registration, he will be responsible for the payment of tuition fees related to all received courses and/or the time when his registration was active. In particular, if the student did not respect his study pace to a point of generating any delays in courses material delivery, a

minimum payment would be required, corresponding to 6.6 and 3.2. There are no refunds for individual courses.

9.3 Course end date in the case of a cancellation

If the AMCC receives a cancellation letter, the course end date will correspond to the date the letter is received.

9.4 Reductions (see #8) are not granted when the student abandons his or her training during the first year.

9.5 Any cancellation after the training start date involves administrative fees (see 7.2).

9.6 The College sends a receipt in March of each year for deductions and/or Tax Credit to its Canadian Students. The Students outside of Canada must request this receipt.

10 – MODES OF PAYMENT

10.1 Modes and rates of payment must be indicated on the registration form and specified on the validation form once admission is confirmed.

10.2 When a student indicates deferred payments, a first installment must still be included with the Registration or Re-Registration Form. To avoid supplemental fees, the Student must plan how he will automate his monthly payments. He is encouraged to contact the Administration in this matter.

10.3 Automated deferred payments

The AMCC accepts spread out payments without any additional cost. The payments must be automated and completed by the end of training. Automated payments are possible by using bank transfers from your account, credit card, PayPal or interac. Students who wish to use bank transfers must ask their bank for a bank transfer order and send a copy to the College. The AMCC will give bank account details on demand.

10.4 Amount of each payment

The amount of each payment is calculated by dividing the total amount for the level or certificate minus the first installment or full payment, by the number of months estimated for the completion of the training.

10.5 Rhythm of payments

The College accepts monthly or quarterly payments. The first payment must start on the first month after the start of the training.

10.6 Non-automated differed payments

Any other form of payment will require a 1% administrative fee, calculated on a monthly basis, on the balance of payment. In such a case, the student is responsible to send in his/her payment on the

due dates. Any late payment will incur additional administration fees. Non-automated payments are accepted by cheque, money order or credit card (See 7.2).

Deferred Payments	1st Installment	Balance	# of Months
Programs	10%	90%	12-36 Max
Each level, #611, 711, 811, 911, 912 & 913	20%	80%	6-10 Max
Post Graduate level #1011, 1012 & 1013	30%	70%	6-10 Max
Theme	30%	70%	3-6 Max

11 – THIRD PARTY PAYMENT OF TUITION FEES

If you are eligible for a third party to pay for your school fees such as: unemployment programs, bursaries from a foundation, Native Council Educational Support, Insurance, Rehabilitation programs or another source, please follow the following instructions.

11.1 Complete the registration form and indicate clearly “Third Party Payment”.

11.2 Send in your registration form with a certified cheque or money order covering the non-refundable registration fees for a third party application (see 7.2). You can ask your third party to include the non-refundable registration fee in their grant.

11.3 Include : an official letter from the third party stating their intention to pay for your school tuition fees and the amount they are willing to pay, the name of your third party, the contact name, (address and phone number), plus any other necessary documents.

11.4 Once we receive your registration form with your payment and documents, we will process your application. If you are accepted, we will send you a confirmation of admission with a bill in the name of your third party, for the amount they stated in their letter of intention. If you are not accepted, all documents and payments will be returned, except for the non-refundable third party registration fee.

11.5 When you receive your confirmation of admission, please complete your validation form and send it back to the AMCC. You are responsible for the AMCC receiving all third party tuition payments.

12 – TRAINING STATUS CHANGE

12.1 File closure

The AMCC will automatically close a student file when the training comes to an end, once the diploma or certificate has been properly ordered for printing & delivery.

The College can also close a file when the student cannot be active for a long period of time, even with justified reason. The student will then need to contact the College to reactivate his file in order to resume his studies. This process will involve administrative fees (see 7.2).

12.2 Training cancellation

See #9 and #14.

12.3 Readmission

Students need re-admission for: new level, new module, any individual or set of courses outside the module the student is in, or for Post Graduate Diplomas.

Before reapplying, the student must have completed the current training and finished all payments. At our Web site, students can fill out an online form or print and mail the form. Students can also get the form by contacting the College.

In order to be part of our mailing list, please contact the administrative personnel or enter your email address directly on the Web.

SOFEDUC

The “Société de formation et d’éducation continue” (SOFEDUC) is an official agency that authorizes the issue of continuing education units (CEUs). The SOFEDUC ensures that its members are held to a high standard of criteria, based on those introduced in the United States in 1968 by the International Association for Continuing Education and Training (IACET).



13. Evaluations

13.1 The Exams

Exams must be completed online at the Student Center. The passing grade for an exam is 70 %. In Levels 1 - #611, 2 - #711 & 3 - 811, the exams count for 100 % of your final mark. They are 60 % of your final mark for Levels 4 - #911, #912 & #913 & 5 - #1011, #1012 & #1013. For the Personal Studies Status, students do not take exams, but must return the Validation Forms (last page of each course) to the AMCC.

13.2 Failing an Exam

If you fail an exam, your tutor will ask you to retake it. In the case of a second failure, your tutor will help you decide if you will retake the complete course or look at a change of specialty.

13.3 Clinical Case Studies

For professional training in the Natural Health Practitioner Program (PS800), or the specialty options programs in Nutritherapy (NH400), Naturopathy (ND900), Bioenergetics (EN500) or Homeopathy (HO600), you must take the Clinical Case Studies course. The course work consists of answering the included questions and developing three clinical case studies. You will have to send your Clinical Case Studies by email (.pdf or Word) to your tutor.

13.4 Thesis

The Post Graduate Diploma programs (#1011, #1012, #1013) end with the thesis. It must be a minimum of 100 pages typed and double-spaced. You may choose the subject matter with the approval of your tutor. The evaluation is divided into three categories:

- *Relating to your subject – 40 %*
- *Depth of analysis and development – 50 %*
- *General presentation & references – 10 %*

Your final paper must be submitted no more than 3 months after the completion of your courses. Include the correction fee with your thesis. Please contact your tutor for more details.

Diplomas & Certificates

Receiving a diploma or certificate is not automatic. You must make a written request to the AMCC office, accompanied by the report card supporting the request. Any remaining account balance must be remitted before the College will send the diploma or certificate. Please make sure we have a recent passport photo in your file.

PERSONAL INFORMATION PROTECTION AND ELECTRONIC DOCUMENTS ACT

Protection of personal information. An Act respecting access to documents held by public bodies and the Protection of personal information, RSQ, c A-2.1

The AMCC will only use your personal information for your student file. The information will remain confidential and only be used by authorized employees.

It is mandatory to give the requested information when you register.

Your right to access your information is mentioned in the s. 83 to 85 of the above mentioned law.

Your right to modify them: s.89 to 93.

Your information might be sent for registration related purposes to: 1. Whomever is paying your tuition fees, if applicable. 2. A professional association (if you decided to register).



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