



**General & Financial
Conditions**



**Alternative Medicine College of Canada
International Distance Learning**

The information contained in this course book is given to registered students at the AMCC in view of working towards a diploma or certificate of attestation. Any reproduction or translation of this text or part of it is prohibited without the written authorization of the College.

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TABLE OF CONTENTS

Table of contents	3
Welcome to the amcc	5
ADMISSION CONDITIONS	6
GENERAL CONDITIONS	7
1 – ADMISSION / STATUS	7
2 – EXEMPTIONS AND ACCREDITED DIPLOMAS	8
3 – PACE AND STUDY TIME	8
4 – EDUCATIONAL FOLLOW-UP AND TUTORING	9
5 – PROFESSIONAL FOLLOW-UP	9
6 – TUITION FEES	10
7 – ADDITIONAL FEES	11
7.1 Administration Fees	11
7.2 Admission Fees	11
9 – CANCELLATION / REIMBURSEMENT	12
9.1 Registration.....	12
9.1.2 Start date courses	12
9.2 Reimbursement – Fees Calculation	12
10 – MODES OF PAYMENT	12
11 – THIRD PARTY PAYMENT OF TUITION FEES	13

12 – TRAINING STATUS CHANGE	13
12.1 File closure.....	13
12.2 Training cancellation.....	13
12.3 Readmission.....	13
13. Evaluations	14
13.1 The Exams.....	14
13.2 Failing an Exam.....	14
13.3 Clinical Case Studies	14
13.4 Diplomas & Certificates.....	14
PERSONAL INFORMATION PROTECTION AND ELECTRONIC DOCUMENTS ACT	15



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 all of us
- 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.

All documents can be downloaded at:

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

Do not hesitate to contact the AMCC team at admiistration@alternativemedicinecollege.com

General Managers

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.

- You must be 21 years of age or over.
- You must be able to read and write English or French fluently.
- 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.
- You must submit a completed registration form online with a resume, a passport photo, a letter explaining your wish to register, admission fees, copies of all certificates, diplomas or documents relating to conditions 1 to 4.
- The payment of a first deposit on tuition fees speeds up the admission process and the start of classes.

GENERAL CONDITIONS

1 – ADMISSION / STATUS

To register, the candidate must provide the College with a registration online form, a passport photo, a résumé, a hand written letter summarizing the reasons for application, plus tuition fees and registration fees.

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.

1.5 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).

1.8 The college wishes to keep a written record of all communications and this in accordance with the offer of distance and Internet courses. Consequently, the telephone service has given way to exchanges via the Internet.

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. The exemption from the anatomy and physiology course is not refundable when this course is offered free of charge.

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 An amount of \$ 30 or 30 euros per exemption granted will be charged.

3 – PACE AND STUDY TIME

3.1 The student remains free to study at his own pace (see 3.2) and at the times that suit him but, depending on the program, there is a reasonable minimum of hours per week required by the College.

3.2 The student must plan his/her availability for studying prior to his registration. It must be indicated on the registration form. This rhythm can be changed but the average study time must not go below the minimum required.

3.3 Upon receipt of a course, the student receives a deadline to complete their twenty-question online exam.

3.4 It is not possible to take a break from class or take a break and stop studying. However, the College allows the expiry date of the course taken to be extended.

3.5 Part-time, students have study time that varies between 5 and 14 hours per week. Full-time, the required study time is 15 hours or more per week

3.6 Failure to submit exams within the time limit may result in a change of status from professional to personal without further notice.

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. If the Student falls behind, the College can charge monthly supplemental fees, but only after the scheduled course deadline (see

7.1).

4 – EDUCATIONAL FOLLOW-UP AND TUTORING

4.1 For all programs, the College provides a tutoring service available by email, in order to provide immediate answers to the students' questions. In any case, the tutor will not be solicited for matters outside the course, a medical opinion or for a consultation.

4.2 To be fair to all students and to the time available, the College allows a maximum of five questions to the tutor per week.

4.3 The student must hand in an exam for each course and, on request, the "knowledge feedback" (exercises), provided for in the course manual. For the programs, the student will also have to carry out Clinical Case Studies (ECC).

4.4 When the student has a personal training status, he is not required to take any exams or assignments. He may benefit from a simple course certificate and not a diploma.

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

5.3. Any active student has the right to consult his complete file on the Student Center of the website and in the extracurricular services, by entering the username and password provided by the college.

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 according to the currency of the country of residence: Europe (euros), Canada (Canadian dollars) and the united states or other country: US dollars.

6.2 Tuition fees may vary by country depending on the services offered, taxes and these may explain the slight differences in cost.

6.3 Tuition fees for a program, theme, module or an individual course, include: registration fees, taxes, online training, exams, Student Center access, videos etc.

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.

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 In case of delay on the course end date (see 3.7), additional extension fees may be charged monthly to the student until the end of their active period (see 7.1).

6.7 Tuition fees must be paid in full before the last course in the program is sent.

7 – ADDITIONAL FEES

The additional fees do not apply to all students, they are circumstantial and one-time. They are indicated in percentage or in currency.

7.1 Administration Fees

Administration Fees	\$ or Euros
Exemption request, per course	30
Closure of a student file	50
Recall letter for late schedule	25
Non-automated differed payments or late payment fees (monthly)	1 % of balance
Extra copy or replacement of a lost or damaged course manual	25
Exam retake	25
Clinical Studies retake	75
Monthly charges for prolonged studies (see 3.7)	50

7.2 Admission Fees

	\$ Cdn
Programs or Level	75
Individual Courses	45
For a diploma assessment and analysis of supporting documents	400

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

In the event that the student cancels his registration after the ten-day period, he is responsible for paying the tuition fees for the module (or stage) started in his program; in the event that the program does not include modules but only courses, the student is responsible for paying for the courses sent to him by the college.

There are no refunds for individual course.

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 college allows installments at no additional cost, on condition that these payments are automated by its bank, paypal, or credit card, over a period not exceeding the planned duration of the training; the student must attach a copy of the requested transfer to his bank or any other document attesting to the automation of deferred payments with the sending of the validation form.

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 before the start of the training.

10.6 Non-automated differed payments

The college charges the amount of 1% of the balance due each month for all payments that are not automated. Indeed, when the student does not automate the monthly payments, this causes a lot of administrative monitoring work.

11 – THIRD PARTY PAYMENT OF TUITION FEES

11.1 It is up to the student to complete their own grant documents themselves. The College does not get involved in relations and communications of any kind with any third party.

11.2 The College accepts payments from a third party, the student just has to mention the name of the payer to the College administration.

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

12.3 Readmission

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.

13. EVALUATIONS

13.1 The Exams

Exams must be completed online at the Student Center. The passing grade for an exam is 70 %. 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 repeated failures, your tutor will help you decide if you should change direction. You can and is advised to take the exam for this course at the end of other courses in the module. You must plan for recovery costs (see additional costs). In the event of repeated failures, the tutor will have to decide on a reorientation.

13.3 Clinical Case Studies

All programs have well documented Clinical Case Studies (CCTs) related to the program being followed. The student's job is to develop their own case studies, in accordance with the models presented in the course manual and in the Student Center. The work must be sent to his tutor in .pdf format or in word format, by email (email). ECCs count for 40% of the final grade.

13.4 Diplomas & Certificates

The diploma (or certificate) is sent by email, after validation of the last course. The administration also sends a seal in the postal mail. The student will have to go to a photocopying printing house near his home to print and affix the seal on his diploma.

To receive the diploma and seal, the student must ensure that their file is up to date, primarily for tuition fees and for the name and exact mailing address.

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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