

School of Natural Healing Enrollment Agreement

Student Services & Policies

The School of Natural Healing is committed to excellent herbal education and a great experience for every student. To make this possible we have created both online and correspondence courses with exceptional support including: a comprehensive online reference library, a student community where you can exchange information with other students around the world, an affiliate programs that makes it easy for you to share this wonderful opportunity with others and get paid for doing so, and easy access to Master Herbalist student advisors.

Please read through the following information for our policies and procedures.

Credit Hours

Credits are awarded upon completion of each level.

Individual Levels	68 hours of study	4 credit hours
Family Herbalist Program (Level 100)	120 hours of study	5 credit hours
Nutritional Herbalist Program (Levels 200-500)	216 hours of study	15 credit hours
Herbalist Program (Levels 600-1300)	390 hours of study	24 credit hours
Advanced Herbalist Program (Levels 1400-2200)	468 hours of study	27 credit hours
Complete Master Herbalist (Levels 100-2200)	1194 hours of study	71 credit hours

Certificates and Transcripts

The School of Natural Healing provides certificates at the completion of Level 100, 500, 1300, and a diploma upon the completion of the Master Herbalist Certification Seminar. Certificates are also available for courses in Aromatherapy, Homeopathy, Iridology, and Reflexology offered through The School of Natural Healing. Certificates are issued after completion of all assignments in the program. You will receive the certificate, and a copy of your transcript. There is a \$10.00 fee for each additional transcript. There is a \$25.00 fee for each additional certificate. Certificate request forms come with your exams.

Starting and Ending Dates

Your term starts when your materials are received. Term lengths vary depending on the program you purchase. If purchasing one level at a time the term length is three months per level. The Family Herbalist Program term length is 3 months. Nutritional Herbologist, Herbalist, and Advanced Herbalist Programs all have term lengths of 1 year each. If you purchase the complete Master Herbalist Program (Includes all other Programs) the term is 3 years to complete. If you require additional time to complete your level or program, please contact us to apply for an extension.

Tuition

There are three ways to sign up for studying with the School of Natural Healing. The first is to sign up for a program: Family Herbalist (pre-requisite), Nutritional Herbologist, Herbalist, and Advanced Herbalist. The second is to take an individual course (level). The third option is to utilize a monthly payment plan to pay for your program. Costs for these options can be found on the website www.schoolofnaturalhealing.com or by calling the office at 800-372-8255

Scholarships

Half and partial tuition scholarships are available for study at The School of Natural Healing. Scholarship applications can be accessed on our website, or upon request. Students receiving scholarships must complete all

of their Master Herbalist course work within 18 months. For more information visit <http://www.snh.cc/Scholarships.html>

Admission Requirements

Students are required to have either a high school diploma or GED, and must be at least 18 years of age.

Waived Courses and Credit Transfer

If a student has taken a college-level anatomy program, AH 1700 Anatomy may be waived. The student is required to show proof of completion of a college-level anatomy program by sending in a transcript showing a passing grade. This is the only class that can be waived. The School of Natural Healing does not accept credits (other than the anatomy credit) from other institutions. The School's credits may or may not be accepted by other programs. Please check with the prospective school.

Submitting course work (Correspondence)

Mail in your study guides as you complete them, as this is how we assess your student status. For all the correspondence work, send all completed course work to:

The School of Natural Healing

Attention: Grader

PO Box 412

Springville, UT 84663

Make sure your name is printed clearly on **EVERY** assignment. To ensure safe delivery you may wish to send it 'return receipt requested'. Your local post office can help you if you have any questions. We will review your study guide and send it back to you. Record your progress on the materials checklist sheets. Your assignments will be graded on a pass/fail basis. Your exams will be graded on a percentage basis where 70% is considered passing.

Submitting work (Online)

Instructions for submitting your online coursework are included in each course. Please follow instructions directly. All assignments and study guides must be completed before you can take the final tests. Your assignments will be graded on a pass/fail basis. Your exams will be graded on a percentage basis where 70% is considered passing.

Access to Student Advisor

Students that are currently working through the program, and who are within their time frame, have access to speak with a student advisor. When their program has been completed, students are no longer eligible to speak with the student advisor, and need to call during our public call time 1:00-2:00 MST Monday through Thursday. Master Herbalist graduates are the exception, as they have lifetime access to the student advisor. The student advisor is available from 9:00am-4:00pm MST Monday-Friday.

Shipping

For students living inside the continental US, correspondence courses are shipped via U.S.P.S with no shipping charge. Students living outside the continental US pay exact cost of shipping. Any student that needs their package shipped in some other manner will pay shipping charges.

Replacement Materials

Students who need to replace materials can do so. Replacement materials are sold at retail price. We charge for shipping on replacement material orders.

Upgrading

Former students wishing to upgrade to the current program may do so. The student pays individual tuition for any levels added to the program, and pays retail pricing for any new materials added to levels they already have.

Reactivation

Students who have allowed their deadlines to expire for over two months are required to reactivate the program. The reactivation fee is \$50, which gives them three months in which to complete the program. Students who re-activate are required to complete any new assignments that have been added to the program after their original registration. Students are required to purchase any materials necessary to complete the added requirements.

Dismissal

Students found to be practicing medicine without a license will be dismissed. The School of Natural Healing does not tolerate students breaking the law. The School does not teach its students to conduct themselves in any manner that is contrary to the laws of the land. Students who are found to be representing themselves as having achieved a higher level of education than they have actually obtained will have their student status revoked. Students who present themselves as a representative of the School of Natural Healing without written authorization will have their student status revoked. Course materials will be stopped and access will be denied to any materials online, grading and student advisors.

Career Services

The School of Natural Healing does not offer any type of placement program or career counseling service.

Graduation and Employment Rates

The School of Natural Healing has the following graduation and employment rates. The preceding three years are included.

<u>Year</u>	<u>Graduation Rate</u>	<u>Employment Rate</u> <u>(for those seeking employment)</u>
2009	95%	92%
2010	96%	94%
2011	95%	93%

Returns Policy for Correspondence Courses (where we ship materials to you):

(A) During a three-business-day-cooling-off-period the enrollment contract may be rescinded and all monies paid refunded, commencing with the day initial payment was made, until midnight of the third business day following such date, excluding Sundays and holidays. Payment for courses constitutes acceptance of these terms and conditions and enters student into this enrollment agreement. The student must personally contact the school, or send a written statement of withdrawal delivered by mail or other means in order to get a refund. Refund does not include shipping costs. All materials must be returned unopened in excellent condition.

(B) If a student does not receive materials before the end of the three-business-day-cooling-off-period he/she may still withdraw and receive a full refund of tuitions paid prior to receiving materials or submitting lessons &/or assignments, whichever occurs first. The student must personally contact the school, or send a written statement of withdrawal delivered by mail or other means in order to get a refund.

(C) If a student has received materials, or has submitted lessons &/or assignments, no refund is applicable.

(D) If student has chosen the payment schedule, student's contractual obligations to The School, after the cooling off period, are limited to fees for four months of training, plus registration or start-up costs not to exceed \$200 or an alternative amount the institution can demonstrate to have spent in undertaking a student's instruction.

(E) A student enrolled in a correspondence course may withdraw from enrollment following the cooling off period, prior to submission by the student of any lesson materials or prior to receipt of course materials, whichever comes first, and effective upon deposit of a written statement of withdrawal for delivery by mail or other means, and the institution shall be entitled to retain no more than \$200 in tuition or fees as registration charges or an alternative amount that the institution can demonstrate to have been expended in preparation for that particular student's enrollment. If after the cooling off period the student has submitted lesson materials to be graded, and subsequently desires a refund, no tuitions will be refunded. If no lesson materials have been submitted, The School will retain no more than \$200 in tuition or fees as registration charges or an alternative amount that the institution can demonstrate to have been expended in preparation for that particular student's enrollment.

Returns Policy for Online Courses:

(A) During a three-business-day-cooling-off-period the enrollment contract may be rescinded and all monies paid refunded, commencing with the day the initial payment was made, until midnight of the third business day following such date, excluding Sundays and holidays. The student must personally contact the school, or send a written statement of withdrawal delivered by mail or other means in order to get a refund. Student must not have downloaded or copied any course material.

(B) Since a student receives materials online immediately upon registration, the refund is applicable ONLY during the three-day-cooling-off-period. After the three-business-day-cooling-off-period there is no refund.

(C) If student has chosen the payment schedule, student's contractual obligations to The School, after the cooling off period, are limited to fees for four months of training, plus registration or start-up costs not to exceed \$200 or an alternative amount the institution can demonstrate to have spent in undertaking a student's instruction.

REGISTRATION INFO

(A) REGISTERED UNDER THE UTAH POSTSECONDARY PROPRIETARY SCHOOL ACT (Title 13, Chapter 34, Utah Code)

(B) Registration under the Utah Postsecondary Proprietary School Act does not mean that the State of Utah supervises, recommends, nor accredits the institution. It is the students responsibility to determine whether credits, degrees, or certificates from the institution will transfer to other institutions or meet employer's training requirements. This may be done by calling the prospective school or employer.

(C) The institution is not accredited by a regional or national accrediting agency recognized by the United States Department of Education.

Surety Bond

The School of Natural Healing has and remains to be principal for a surety bond wherein the State of Utah Department of Consumer Protection acts as obligee. The surety is provided by State Farm Fire and Casualty Company in the amount of eighty-four thousand dollars.

I _____ (the undersigned) have read, understand, and agree to abide by all the provisions set forth in the foregoing enrollment agreement

Student Signature _____ Date _____