



# General and Financial Conditions



Alternative Medicine College of Canada  
International Distance Learning



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# Welcome to the AMCC

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.

Valerie Avid, administrator  
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## Evaluations

### The Exams

The exam answer grid at the end of each course must be completed and sent to the AMCC only if you are registered for the professional studies status. Please make sure you are including your exam correction fee payment with each exam sent to the College. The passing grade for an exam is 70 %. The Exams count for 100 % of your final mark for Levels 1 - #611, 2 - #711 & 3 - 811. They count for 60 % of your final mark for Levels 4 - #911, #912 & #913 & 5 - #1011, #1012 & #1013. For the Personal Studies Status, the AMCC does not accept exams but you must return your Validation Forms (last page of each course) to the AMCC.

### Failing an Exam

After a first failure to pass an exam, it is possible to redo the exam. In this case your tutor, who will ask you to redo your exam, will contact you. You will then send in your new exam answer grid within the following 3 weeks.

In the case of a second failure to pass an exam, your tutor will help you decide if you will have to redo the complete course or look at a reorientation.

## Final Paper

Your Final Paper will count for 100 % of your final mark for your Natural Health Practitioner PS800 diploma after completing Levels 1, 2, & 3. It will count for 40 % of your final mark for your Level 4 diplomas.

### Clinical Case Studies

To finish the natural health practitioner program (PS800), or the specialty options programs in naturopathy (ND900), bioenergetics (EN500) or homeopathy (HO600), for the professional training, you will have to ask and receive the Clinical Case Studies course. This course presents some clinical case studies well documented and connected with the chosen program. Your work consists in answering the questions and then developing three clinical case studies, in accordance with the course's templates.

## Sofeduc

The “Société de formation et d'éducation continue” (SOFEDUC) is an official agency that authorizes organizations and companies to issue continuing education units (CEUs). The SOFEDUC ensures, through various means, that its members respect high-quality criteria, both pedagogical and administrative, based on those introduced in the United States in 1968 by the International Association for Continuing Education and Training (IACET).



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## Thesis

The doctorate programs (#1011, #1012, #1013) end with the thesis. It must be a minimum of 100 pages typed and double-spaced. The choice of the subject matter is left to your liking. You must submit a working plan to your tutor for approval. 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 at the latest 3 months after the completion of the courses, with the correction fee payment included. 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 requested diploma or certificate. Any remaining account balance for the level must be remitted before the College can send you your diploma or certificate. Please make sure we have one of your recent passport photos in your file.

## Admission Conditions

1. You must be 23 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 including the registration fee, copies of all certificates, diplomas or documents relating to conditions 1 to 4.

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.

## 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 of the level, including registration fees, must be a certified cheque or money order.

**1.2** The admission to the first degree doctorate 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 ask to be exempted from exams for one or more courses he or she attended in 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 can ask to be exempted 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 training will be reduced accordingly.

**2.3** The candidate must consult the AMCC course outlines and decide which courses they would like to be exempted from. Then they must fill out the section regarding exemptions in the registration form. All documents proving completion of the exempted courses must be submitted with the registration. The tuition fee will be adjusted accordingly when 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 as well as the first installment, and join 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 large attachments (more than 1 MB).

**3.4** When the student receives a course, he/she must complete the validation form of the course with the date of reception 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.

## 4 – Educational Follow-up and Tutoring

**4.1** The College provides a tutoring service available by telephone, fax, mail or e-mail, in order to provide immediate answers to the students' questions.

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

**4.3** In professional training, the student must return for each course, the exam answer grid, the validation form for the course, and, on demand, the revision questions at the end of each chapter.

**4.4** In personal training, the student does not have to return the exam for each course. The validation form for the course must be returned.

## 5 – Professional Follow-up

**5.1** The College offers its graduates the possibility of becoming a member of a many different 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.

## 6 – Tuition Fees

**6.1** The AMCC accepts Canadian, US and Euro currencies.

**6.2** Tuition fees for a program, theme, module or an individual course, include all training and college postage fees (except outside Canada), educational documents, exams, tutoring, communications and correspondence. All these programs also have registration & additional fees (see #7), and reductions (see #8).

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

**6.4** The AMCC accepts deferred or spread out payments following certain conditions (See 10.3 & 10.6, 11).

**6.5** Taxes (according to the tax laws of different countries) are not included in the tuition fees.

**6.6** The first payment must be made by certified cheque, money order, bank transfer or by credit card on line.

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

**6.8** Tuition fees for a given program, theme, module or individual course, are calculated in multiplying the credit rate by the total number of credits involved in the registered training. As an example, a 3 credit course (45h) would represent a total cost of 240€ in tuition fees since each credit is evaluated to 80€. If the student decides paying such a course with the minimum eligible study pace required by the AMCC (5 hours per week – see section 3.2), it will then represent 26,66€ per week over 9 weeks.

Regular Programs	Cdn \$	Euros €	US \$
Program PS800 Natural Health Practitioner	5796	5040	5796
Program ND900 Naturopath	8556	7440	8556
Programme HO600 Homeopath	8556	7440	8556
Programme EN500 Bio-energetics	8556	7440	8556
Programme NH400 Nutritherapy	3588	3120	3588
Level #611	1656	1440	1656
Level #711	1932	1680	1932
Level #811	2208	1920	2208
Each level : #911, 912, 913, 1011, 1012 & 1013	2760	2400	2760
Human Anatomy & Physiology	810	630	810
<b>Certificate Registration and Equivalency (cost per credit)</b>			
Theme and individual courses	92	80	92
Equivalency	25	25	25

A list of all individual courses and their description is available on the AMCC's website at

<http://www.alternativemedicinecollege.com/individual-courses-f-4950.html>.

## 7 – Possible Additional Fees

Administration fees are not applicable for all students (depending on specific circumstances) and will only be required by the College on demand. Note that some are indicated in percentage (%).

### 7.1 Registration Fees

	Cdn \$	Euros €	US \$
Programs PS 800 - NH 400	75	105	105
Each level, theme or course	45	75	75
Human Anatomy & Physiology	105	90	90
Doctorate program levels #1011/1012/1013	90	90	90
Equivalency for a program	250	250	250
Equivalency for a level	100	100	100
Third party payment	25	20	25

### 7.2 Administration Fees

	\$ Cdn	€ Euros	\$ US
Returned cheque	30	50	40
Exemption request, per course (maximum 3)	30	30	30
Closure of a student file	50	50	50
Postal fees	Postal fees	Postal fees	Postal fees
Form to be filled out for a third party and/or third party payment fee	25	25	25
Recall letter for late schedule	15	15	15
Non-automated differed payments or late payment fees (monthly)	1 % of balance	1 % of balance	1 % of balance
Extra copy or replacement of a lost or damaged course manual	30	30	30
Exam retake	25	25	25
Monthly charges for prolonged studies (see 3.7)	50	50	50

**7.3** For international students who do not wish to receive their courses through Internet, we can send the textbook by postal mail at an extra cost depending on the package size, weight and destination. The postal costs of each package sent will be billed to the student account.

## 8 – Possible Reductions

**8.1** When applying to program of 60 credits or more, the Human Anatomy & Physiology course tuition fees are completely free of charges, except for registration fees and 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** For the Health Practitioner program only (PS800), the College automatically offers a grant based on merit when a level is successfully completed; this amount is equal to a 10 % reduction. All merit grant are used to pay seminars and stages only.

**8.3** The College offers a reduction when fees are paid in a single payment:

	\$ Cdn	€ Euros	\$ US
Complete payment for a program	5 %	5 %	5 %
Complete payment for a level	2 %	2 %	2 %
Human Anatomy & Physiology tuition fees with registration to the PS800 program	100 %	100 %	100 %

## 9 – Cancellation/Reimbursement

### 9.1 Registration

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

### 9.2 Reimbursement – Fees calculation

In the case the student decides cancelling his registration, he will be responsible for the payment of tuition fees related to all received courses and/or the time where 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 1 hour of study per day over a period of 5 days (5 hours per week); see 6.8 and 3.2..

### 9.3 Certificates or Individual Courses

After the starting date of the training indicated on the registration validation form, students can cancel their registration with a 30 days notice by registered mail. They must pay the total tuition fees for the certificate or individual course started even if not completed plus a cancellation fee.

**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).

## 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 by certified cheque or money order with the registration or re-registration Form.

### 10.3 Automated deferred payments for levels.

The AMCC accepts spread out payments without any additional costs as long as these payments are automated over a period not exceeding the time needed to complete the training. Automated payments are possible by using bank transfers from your account, post-dated cheques or credit card. Copy of your bank transfer or post-dated cheques must be included with the registration form or at the latest with the registration validation form. International students who wish to have bank transfers must ask their bank for a permanent bank transfer order and send a copy to the College. The AMCC will give bank account details on demand.

	<b>For Canadian Residents</b>	<b>1<sup>st</sup> installment</b>	<b>Balance</b>	<b># of months</b>
Programs		10%	90%	12-24 max
Each level, #611, 711, 811, 911, 912 & 913		20%	80%	6-10 max
Certificate		30%	70%	2-10 max
Doctorate level #1011, 1012 & 1013		30%	70%	6-10 max
<b>For International Residents</b>				
Programs		15%	85%	12-24 max
Each Level, #611, 711, 811, 911, 912 & 913		25%	75%	6 months
Certificate		100%	0	0
Doctorate level #1011, 1012 & 1013		40%	60%	6 months

#### **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 for levels or certificates**

In such a case where the student cannot assume the full payment and when automated payments are not available, the student will pay a 1 % administration 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).

## **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 an other source, please follow the following instructions.

**11.1** Complete the registration form for the program you wish to apply for 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 the total amount they will pay for.

**11.3** Include with your registration form an official letter of intention from the third party stating their intention to pay for your school tuition fees and the amount they

are willing to pay for, the name of your third party, the contact name, address and phone number), plus all other necessary documents.

**11.4** Once we receive your registration form with your payment and all pertaining documents, we will proceed to accept or refuse your application. If you are accepted, we will send you a confirmation of admission with a bill for the amount your third party stated in their letter of intention, in the name of your third party. 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, you will complete your validation form included with your confirmation of admission and send it back to the AMCC. You are responsible to communicate with your third party to assure the payment of the bill covering the school costs they are willing to pay will be received by the AMCC.

## 12 – Training Status Changes

### 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 specific and justified reasons independent from his good will. The student will then need to contact the College for reactivating 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

The re-admission is involved in:

- new level, theme or the next step of a given training
- graduated studies (first degree doctorate level)
- any individual or set of courses which could complement a current training

Before reapplying, the student must have completed the current training and all pertaining payments. The student can apply online through our Web site or fill the simplified readmission form also available from the Website or in simply contacting the College.

In order to be part of our mailing list, please inform the administrative personnel or enter your email address directly on the Web. This way, you may receive notices regarding any new courses or recent changes.

## How can you reach us?

### AMCC

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Montreal, QUEBEC  
H2E 1S2 CANADA

Office tel: (1) 514 270-5318

Toll-free in Canada only: 1 800 663-8380

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