Pacific Rim College

Academic Policies and Procedures

Introduction

Welcome to Pacific Rim College, a leader in holistic medicine and sustainable living. The information that follows is intended to help you through your orientation process and to ensure that you are adequately familiar with the college's philosophies and policies and procedures. Should you have any questions, please do not hesitate to contact a college administrator.

Overview of College

Pacific Rim College (PRC) is a government accredited academic institution located on Vancouver Island in beautiful Victoria, British Columbia. PRC was founded in 2006 to be a globally recognized leader in complementary and integrative health education by Todd Howard and James Christian.

Pacific Rim College has always been locally owned and operated, and James continues as the current owner of PRC.

Mission

The mission of Pacific Rim College is to provide world-class education, modern research opportunities and premier clinical services in sustainable land stewardship and a variety of medical modalities.

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I. ADMISSION POLICIES

Admissions Standards

Pacific Rim College is determined to produce only the highest quality health practitioners. As a result, we reserve the right to admit and to retain only students who demonstrate the potential to achieve at the upper-most level. Applicants will be evaluated based on merits such as high academic achievement, emotional maturity, humanitarian activities, morality, community involvement and health-related experience.

Application Submission

An applicant's application package or any component of will remain valid for 1 year only from date of submission.

Acceptance

Following successful completion of the application process, a formal letter of acceptance will be sent to each student. An applicant may be required to partake in an interview process prior to receiving an admissions decision.

Deposit

All successful candidates for admission into the following programs must pay a non-refundable deposit to confirm acceptance and to ensure a space in the entering program. The deposit is credited towards the student's first semester tuition, and the deposit is due within the timeframe indicated on the program webpage and the candidate's acceptance letter. The College holds the authority to, without notice, offer another student the enrolment position of an accepted applicant or withdraw the applicant's offer of acceptance if the enrolment deposit has not been paid within the required time frame.

Diploma Programs

All successful diploma program* applicants must submit a non-refundable enrolment deposit of $200, which is credited toward tuition fees. Should a student not matriculate for the specific semester of study as stated in the acceptance letter, the fee is forfeited and cannot be used to offset any charges that the student may incur. To confirm the offer of acceptance, all accepted applicants must submit this deposit within 14 days of the date of acceptance if accepted more than 60 days prior to the semester start date, or within 7 days of the date of acceptance if accepted 60 days or fewer prior to the semester start date. Official date of acceptance is the date indicated on the applicant's acceptance letter. Enrolment space will not be reserved without this deposit.

*Except for the Permaculture Design and Resilient Ecosystems Diploma.

Natural Health Certificate

All successful applicants must submit a non-refundable enrolment deposit of $200, which is credited toward tuition fees. Should a student decide not to matriculate for the specific semester of study as stated in the acceptance letter, the fee is forfeited and cannot be used to offset any charges that the student may incur. To confirm the offer of acceptance, all accepted applicants must submit this deposit within 14 days of the date of acceptance if accepted more than 60 days prior to the semester start date, or within 7 days of the date of acceptance if accepted 60 days or fewer prior to the semester start date. Official date of acceptance is the date indicated on the applicant's acceptance letter. Enrolment space will not be reserved without this deposit.

Registration Fee

All successful admission candidates and registrants for the following programs must pay a non-refundable registration fee to reserve a space in the entering class. The College holds the authority to, without notice, offer another student the enrolment position of an accepted applicant or registrant if the registration fee has not been paid within the required time frame.

Holistic Doula Certificate and School of Permaculture Design programs

Canadian Citizens:
All successful program applicants must submit a non-refundable registration fee of $250. This fee is due within 2 weeks of being accepted, or prior to the start of the program if accepted within 2 weeks of the program start date. Enrolment space in the program will not be reserved until the registration fee has been paid.

International Students:
All successful program applicants must submit a non-refundable registration fee of $500. This fee is due within 2 weeks of being accepted, or prior to the start of the program if accepted within 2 weeks of the program start date. Enrolment space in the program will not be reserved until the registration fee has been paid.

Community Herbalist Certificate

Canadian Citizens:
All program registrants must submit a non-refundable* registration fee of $250 at the time of registration. Enrolment space in the program will not be reserved until the registration fee has been paid.

International Students:
All program registrants must submit a non-refundable* registration fee of $500 at the time of registration. Enrolment space in the program will not be reserved until the registration fee has been paid.

*Any student determined by the college to be ineligible for program enrolment will receive a refund of the registration fee.

Practical Nutrition Certificate

Canadian Citizens:
All program registrants must submit a non-refundable* registration fee of $250 at the time of registration. Enrolment space in the program will not be reserved until the registration fee has been paid.

International Students:
All program registrants must submit a non-refundable* registration fee of $500 at the time of registration. Enrolment space in the program will not be reserved until the registration fee has been paid.

*Any student determined by the college to be ineligible for program enrolment will receive a refund of the registration fee.

Matriculation

New diploma* students and Natural Health Certificate students in their first semester of study need to maintain a minimum enrolment of 6 program credits to officially matriculate into the accepted program. Any student who fails to meet this minimum enrolment must request an Enrolment Deferral in writing and forfeits the enrolment deposit.

*Except for the Permaculture Design and Resilient Ecosystems Diploma program, in which full program enrolment is required.

Enrolment Deferral

A successful admissions candidate or program registrant may choose to request deferral of enrolment as per below.

Diploma Programs and Natural Health Certificate

Successful admissions candidates may request to defer enrolment for a maximum of one semester. Deferrers will forfeit the original enrolment deposit (or registration fee in the case of the Permaculture Design and Resilient Ecosystems Diploma) and must pay an additional enrolment deposit (or registration fee) to reserve enrolment space in the next semester.

Holistic Doula Certificate and School of Permaculture Design Certificate programs

Successful admissions candidates may request to defer enrolment for a maximum of one program offering. Deferrers will forfeit the original registration fee paid and must pay an additional registration fee to reserve enrolment space in the next program offering.

Community Herbalist Certificate and Practical Nutrition Certificate

Program registrants may request to defer enrolment for a maximum of one program offering. Deferrers will forfeit the original registration fee paid and must pay an additional registration fee to reserve enrolment space in the next program offering.

Transfer Credits

Students who have completed credits at another recognized college or university may apply for credit transfer for the following programs only: all diploma programs*and the Natural Health Certificate.

Prior Learning Assessment

For transfer credit consideration within an academic program other than within the School of Acupuncture and Chinese Medicine (see Transferring into the School of Acupuncture and Chinese Medicine below) and the School of Permaculture Design (see Transferring into the School of Permaculture Design below), a student must submit a completed *Prior Learning Assessment* application to their Program Dean for each course he or she wishes to be evaluated. For any transfer credit to be considered, the student must provide a thorough course description and relevant transcripts. Course descriptions can usually be found on institutions' websites. Upon request, the student may be required to produce additional course information such as a course syllabus, outline, etc.

Transferring into the School of Acupuncture and Chinese Medicine

A student transferring into the School of Acupuncture and Chinese Medicine from another recognized North American program of Acupuncture and Oriental Medicine will automatically have his or her previous coursework from this institution evaluated for transfer upon confirmation of acceptance into the program. To have coursework from non-AOM schools considered, the student must adhere to the standard Prior Learning Assessment policies.

*School of Permaculture Design

Transfer credits are not accepted into any program within the School of Permaculture Design.

General Criteria and Fees

For any previous coursework to be considered for transfer, the College must have on file all applicable official transcripts indicating successful completion of relevant coursework with a passing grade of 70% or better.

At the Dean's discretion, a student may also be required to submit additional course information. If the Dean determines that transfer credit will not be given for a certain course, the student may be permitted to prove competency via an Examination Challenge (see below) or may be eligible for course exemption.

There is a transfer fee of $20 (see Financial Policies) for each credit that is evaluated and accepted as transferable; for students transferring into the School of Acupuncture and Chinese Medicine (AOM) from another recognized college-based AOM program, the transfer credit fee for eight (8) or more credits is $150 total for all credits transferred (7 or fewer credits will be charged $20/credit) from each AOM college only (transfer credits from all other institutions will still be a subject to $20/credit fee).

Transfer credits awarded prior to enrolment will be indicated in a transfer credit section on transcripts; transfer credits issued for course taken after enrolment will be indicated with a grade of T on transcripts during the semester of credit approval. Transfer credits will not factor into a student's grade point average.

Students must complete a minimum of one (1) year of coursework in a diploma program at Pacific Rim College to be eligible for graduation from that program. Transfer applicants for more than one diploma program (Dual Diplomas option) must complete a minimum of one (1) year of coursework in each diploma program with two-thirds of the required coursework in each diploma being exclusive to that diploma and not shared with the other diploma program of enrolment.

For transfer credit consideration for any coursework, the applicant must have successfully completed the course within the past eight (8) calendar years, or the applicant must demonstrate regular professional use of the course material no more than five (5) years prior to application submission.

Students applying for *Prior Learning Assessment* must provide the PRC course code and name; *Prior Learning Assessment* applications will not be accepted without this information.

Examination Challenge

Students who have previous coursework in a particular course of study, but are not eligible for transfer credit, may be permitted to prove competency via an Examination Challenge upon submission of a completed *Prior Learning Assessment* application. Challenged Examination (CE) credit will be awarded to a student who successfully challenges the competency examinations for a course without taking the course by earning 80% or better on all competency examinations. Students are not eligible to apply Challenged Examination (CE) credit to the final 25 credits of any program, and Examination Challenge applications will not be considered during this time. Students are also unable to apply for an examination challenge for any previously failed Pacific Rim College Course.

Students have a maximum of 60 days to complete an Examination Challenge attempt once the Dean/Director has granted approval. Failure to complete an Examination Challenge within the allotted timeframe will result in forfeiture of the Examination Challenge opportunity and reapplication is not permitted. Any course may only be challenged once. The maximum amount of CE credit that a student can earn is 12 credits. All Examination Challenges are subject to a fee (see Financial Policies).

Course Exemption

Students who have unsatisfactory previous coursework from a recognized institution or significant professional experience in a particular course of study and demonstrate excellence in that area might be eligible for course Exemption. To receive a course Exemption, a student must submit a *Prior Learning Assessment* application and documented coursework or previous professional experience in the area. Students are not eligible to apply for Course Exemption during the final 25 credits of any program. The decision to provide course Exemption is at the discretion of the Dean. A mark of E is assigned in the student's transcript to indicate that he or she has received exemption for a particular course. No credit is given for Exempt courses, and a student is required to make up the corresponding credits with elective courses in that particular area of study. Course Exemption is not available for students of the Permaculture Design and Resilient Ecosystems Diploma.

Readmission

Students must reapply for admission if they interrupt registration from a particular program for one (1) or more calendar years and were not academically dismissed at the conclusion of the last semester of attendance.

II. ACADEMIC POLICIES AND PROCEDURES

Academic Calendar

Below is the academic calendar for the following full-time programs: Diploma of Acupuncture, Diploma of Acupuncture and Chinese Medicine, Doctor of Traditional Chinese Medicine, Diploma of Phytotherapy, Diploma of Holistic Nutrition and the Natural Health Certificate. All other programs operate on separate academic calendars, which can be found on the College website.

	Fall 2026	**Winter 2027**	**Summer 2027**
ORIENTATION	Aug 31	Jan 3	May 2
FIRST DAY OF CLASS	Sept 1	Jan 4	May 3
READING BREAK	Oct 12-16	Feb 16-21	Jun 14-18
HOLIDAYS	Sep 7 - Labour Day Sep 30 - Truth & Reconciliation Oct 12 - Thanksgiving Nov 11 – Remembrance Day	Feb 15 - BC Family Day Mar 26 - Good Friday	May 24 – Victoria Day July 1 – Canada Day Aug 2 – BC Day
LAST DAY OF CLASS	Dec 14	April 18	Aug 13

Communication to Students and Privacy

All Pacific Rim College students are required to maintain and provide to the College a valid email address for receiving College communication. It is the responsibility of each student to read and respond when necessary to

college email communication. Student email addresses will be provided to course instructors for course communication. Email addresses will not be provided to third parties.

Full-time and Part-time Student Status

As per PTIRU regulations, to be eligible for full-time status students must be enrolled in a minimum of 20 hours of class time per week which can be averaged to 280 hours per semester. Students studying less than 280 hours per semester are considered part-time. Please note that student aid funded students may have different course load requirements to maintain funding eligibility.

International Student Status

As per PTIRU regulations, international students with study permits are responsible for ensuring that they do not register in more than 50% of their total program hours in online course delivery. Academic advisors are available and will be in contact each semester with international students individually to assist with academic planning and to monitor compliance. Students may be de-registered in any course deemed non-compliant and additionally may face disciplinary action up to expulsion.

Attendance Policies

The College expects all students to take full responsibility for their academic work and progress. To progress satisfactorily, a student must meet all requirements for each course in which the student is registered. Regular attendance offers the most effective means for a student to gain a command of relevant course materials and successfully complete all course assignments and examinations.

Didactic Courses

The extent of conditions of an attendance policy for any given didactic course is stated in the course syllabus. The minimum attendance criteria for any course is as follows, although the policy may be stricter for certain courses. Students must attend at least 78.3% of class time to pass any course. Absences, tardiness, and early departures will be recorded and will factor into total attendance. It is not the instructor's responsibility to inform students when they are nearing or have reached the attendance threshold. Any student who goes beyond the attendance threshold will be failed from the course.

Clinical Courses

To receive academic credit and hours for any clinical course and receive a mark of 'Pass', an enrolled student must complete the minimum number of required clinical hours. A student who earns credit for a clinic will only receive clinical hours for the actual hours of attendance.

Any student who completes less than 85.55% (38.5 hours of a 45-hour clinic) of clinical hours will fail the course and receive a course mark of 'Fail'. The student will receive no clinic credits or hours for 'Fail' clinics.

For all clinics for which a student has received a mark of 'Pass', the student is entitled to make up any clinic hours for which the student did not receive credit. These hours can be made up in any level of clinic (see exception below) provided that the student receives prior permission from the attending clinic instructor and that the clinic is in the student's program (e.g. Nutrition clinics cannot be attended to make up hours for Phytotherapy clinics). The exception to this is CMCP101 makeup hours: CMCP101 students can only make up hours in CMCP101 or CMCP102 clinics. All Clinic Makeup Hours must be completed, documented using the *Clinic Makeup Form*, and submitted no later than the last day of semester of the immediate subsequent semester. Clinic hours cannot be made up in advance of absences or applied to any semester attendance other than the current semester or the immediate previous semester.

A fee of $12/hour is charged for all approved Clinic Makeup Hours. The student must pay this fee in full within 60 days of invoicing for the hours to be added to the student's academic record. Clinic Makeup Hours not paid within 60 days of invoicing will not be accepted.

Students who arrive late for clinic training courses will receive the following attendance deductions:

- 1-10 minutes late – 30-minute deduction
- 10-30 minutes late – 1-hour deduction
- 30-90 minutes late – 1.5-hour deduction
- 90+ minutes late – full clinic absence

Graduation requirements are not based on the number of clinic hours completed but rather on the number of clinical credits.

For applicable programs students can complete independent level* clinical training in the College's Student Clinic or by participating in the Clinical Externship Program (CEP). Students must complete at least one half of all required independent-level clinical training in the College's Student Clinic. The following indicates the minimum number of independent-level clinic hours students must complete within the College's Student Clinic.

- Diploma of Acupuncture – 150 hours of CMCP200/300
- Diploma of Acupuncture and Chinese Medicine - 150 hours of CMCP200/300, 90 hours of CMCP400
- Doctor of Traditional Chinese Medicine - 150 hours of CMCP200/300, 90 hours of CMCP400, 180 hours of CMCP500
- Diploma of Phytotherapy – 75 hours of PCP300 (online or on campus)
- Diploma of Holistic Nutrition – 45 hours of NCP300 (online or on campus)

*Independent-level clinics are CMCP200/300/400/500, PCP300, and NCP300.

Workshop Elective Courses

To earn credit in a workshop elective, a student must attend 100% of the course. Absences, tardiness, and early departures will be recorded and will factor into total attendance. Any student who goes beyond the attendance threshold will receive a Fail mark for the course.

Online College Policies and Learning Management System (Blackboard)

Students studying online are expected to meet the minimum technological equipment requirements and adhere to college polices as outlined in Online Course Policies.

PRC utilizes the Learning Management System Blackboard to support faculty and students in managing course notes. Login details are assigned upon admission to the college.

Course access on Blackboard opens on the first day of the semester and closes 14 days after the last day of the semester.

Academic Accommodations

Pacific Rim College supports students in achieving their educational goals by coordinating appropriate academic accommodations. Accommodations may include additional time and/or privacy for assignments and testing and/or a one-time grant, awarded as a tuition credit, to redirect personal funds toward the investment in a learning aid. Video recordings are not currently offered as an academic accommodation.

Students can request academic accommodations by submitting the *Request for Academic Accommodation.* The request must be accompanied by supporting documentation, such as a doctor's letter and/or learning evaluation

report from a professional designated to provide such assessments. The report should include specific recommendations for what support would be beneficial.

When possible, the *Request for Academic Accommodation* should be submitted at least five weeks before the start of the semester for which the accommodation is requested.

The *Request for Academic Accommodation* is open to all enrolled program students. Prospective students who have completed a full application for admission, including payment of the application fee, are also permitted to submit a request. If approved and once enrolled, the student's instructors will be notified each semester that the student is eligible for academic accommodations.

Students who are additionally approved to receive the accommodations grant will receive a one-time $300 tuition credit. This grant will be applied to the current or subsequent semester's tuition invoice. Limitations apply.

Religious Accommodation

Students with a demonstrated religious practice are permitted to honour major religious holidays within their faith. Although these absences will be recorded, they will not factor into the minimum attendance thresholds indicated above for didactic and clinical courses. For consideration, the student must submit to the Registrar an *Application for Attendance Religious Accommodation* two (2) or more weeks prior to the proposed absence.

Class/Clinic Cancellations

Academic classes:

When an academic class is cancelled by the college, the student will receive attendance recognition for the class provided that the student complies with either of the following:

1. When the instructor requires a makeup assignment to compensate for missed class time, the student is responsible for completing the assignment as per the instructor's guidelines.
2. When the instructor schedules a makeup class, the student is to take reasonable measures to attend the makeup class but will not be penalized if attendance is not possible. The student is still responsible for completing all work and assignments that might be issued during the makeup class.

Clinical classes:

When a clinic is cancelled by the college, the student will receive attendance recognition for the clinic. The student is permitted to attend an alternate clinic as per our Clinic Makeup policies to compensate for the missed clinic time. Since the student already is receiving credit for the missed hours, these hours will not be credited to the student's transcript and thus there will be no charge for the hours.

Grading Policies

The College uses two grading systems to determine student competency. The grading system used for any course is stated in the course syllabus.

Performance Grading			
Numerical	Points	Numerical	Points
95-100%	4.0	73-76.9%	2.0
90-94.9%	3.7	70-72.9%	1.7
87-89.9%	3.3	67-69.9%	1.3
83-86.9%	3.0	63-66.9%	1.0
80-82.9%	2.7	60-62.9%	0.7

Competency Grading			
Mark	Indication	Mark	Indication
AU	Audit	I	Incomplete
AW	Administrative Withdrawal	IP	In Progress
CE	Challenged Exam	NS	No Show
E	Exempt	P	Pass
F	Fail	T	Transfer Credit

77-79.9%	2.3	< 60%	0.0			W	Withdrawal

Audit (AU): A grade of AU is assigned to indicate that a student has chosen to take a course for personal enrichment. There is no credit or grade given for audited course.

Administrative Withdrawal (AW): A grade of AW may be given to a student who, because of sickness, an emergency, or other unforeseeable circumstances, cannot complete the requirements of a course, but is unable to withdraw from the course within the accepted period of time. A grade of AW will only be given with the approval of the Dean. Challenged Exam (CE): A grade of CE is awarded to a student who successfully challenges the competency examination(s)/assignment(s) for a course without taking the course. A student must demonstrate prior coursework or experience in the subject area to be eligible to challenge any course by Examination Challenge, as determined by the Dean from details of a Prior Learning Assessment application submitted by the student. Any course may only be challenged once. The maximum amount of CE credit that a student can earn is 12 credits/180 hours.

Exempt (E): A grade of E is assigned to indicate that a student has demonstrated competency for a particular course but does not have the appropriate level of coursework from any approved institution to allow for the transfer of credit. No credit is given for Exempt courses, and a student is required to make up the corresponding credits with elective courses.

Fail (F): A grade of F indicates failure to meet the minimum level of competency as defined in the course syllabus. A student who receives a grade of Fail must retake the course to earn credit.

Incomplete (I): A grade of I indicates that a student has not met the attendance and/or competency requirements in the course objectives as defined in the syllabus.

In Progress (IP): A grade of IP is given for some didactic courses, clinical courses, internships, externships and theses in which work may extend beyond the normal length of the academic semester. An In Progress grade must be converted by the deadline established by the instructor or the end of the subsequent semester.

No Show (NS): A grade of NS is assigned to indicate that a student did not attend and did not withdraw.

Pass (P): A grade of P indicates that a student has achieved and demonstrated competency in all course objectives as defined in the syllabus.

Transfer Credit (T): A grade of T is assigned to any completed course that has been transferred from another accredited institution.

Withdrawal (W): A grade of W is given if a student voluntarily withdraws from any course. An official withdrawal form must be submitted to the college no later than the midpoint of the course.

Course Registration

All multi-semester programs* use a university-style course registration system in which students are responsible for registering for their desired courses via an online student registration system. Program students are permitted to register for any course provided that enrolment space is available, and that the student has met and maintains all course prerequisites. Course registration policies and procedures are emailed to students prior to the opening of the course registration process.

*Except the Permaculture Design and Resilient Ecosystems Certificate

Course Prerequisites

Course prerequisites exist to ensure that no student enrols in a course for which that student has not completed necessary preparatory coursework. For a student to earn credit for a course for which prerequisites have not been met, the student needs to first receive Prerequisite Waiver Approval (PWA) via the submission of a *Prerequisite Waiver Request Form*. Failure to obtain PWA may result in any or all the following:

- Administrative removal from the course and course withdrawal financial penalties as per the course withdrawal policies.
- If the course has been completed, reversal of credit earned for the course and a transcript mark of Incomplete.
- Disciplinary action if a Prerequisite Waiver Request was denied and the student proceeded to register for the course regardless.

The student registration portal states course prerequisites but does not prevent students from registering for courses for which prerequisites have not been met. It is solely the student's responsibility to ensure that all course prerequisites have been met.

Credit Standards

To receive credit for a course, a student must achieve the minimum final mark as stated in the course syllabus and have met all course prerequisites. A semester cumulative GPA of 2.0 (70%) or better must be achieved for a student to remain in good academic standing.

Pacific Rim College Online (PRCO) Credit

Students enrolled in the following programs are permitting to earn select elective credit through PRCO.

General Criteria

To be eligible for credit at PRC, courses must be taken from the PRC Electives page of PRCO. Select courses in the PRCO Community Herbalist Certificate Program and the PRCO Holistic Nutrition Certificate Program will also transfer. Any course, including all assessment material, must be completed in its entirety. Elective credits will be awarded only in the area that any course has been approved for (e.g. WHS, NU, etc.). Only the permitted number of credits as indicated by the program below will be considered for PRC credit. To receive credit for a course, a student must submit an Application for Credit Inclusion within sixty (60) days of course or program completion (if the student is currently enrolled in a program at PRC) or no later than the final semester day of the student's first semester of program enrolment (if PRCO credits are completed prior to PRC acceptance).

Diploma of Phytotherapy

Students may earn the maximum number of elective credits from PRCO as indicated in their course checklist from Pacific Rim College

Diploma of Holistic Nutrition

Students can earn the maximum number of elective credits from PRCO as indicated in their course checklist from Pacific Rim College.

School of Acupuncture and Chinese Medicine

The College of Complementary Health Professionals of BC (CCHPBC) recognizes online coursework for theory-based courses only. In addition to on-campus and live-online course options offered through PRC campus, students may earn up to a maximum of 2 elective credits in ACU, BMS and various electives through PRC Online. Please consult the Online Education in the School of Acupuncture & Chinese Medicine Policy for detailed information.

Natural Health Certificate

Students may earn the maximum number of elective credits from PRCO as indicated in their course checklist from Pacific Rim College

Course Registration

Students must register directly through PRCO. Please see the PRC Electives page for courses eligible to transfer and for more information.

Attendance Appeal

This process is to provide students with a fair and timely means to appeal attendance only if they suspect an instructor has inaccurately recorded attendance. Any student who wishes to appeal a failing grade due to attendance must adhere to the *Grade Appeal* policy below.

All students have the right to know the attendance criteria in a course, and this information is included in the course syllabus. If any student believes that a course instructor has inaccurately recorded attendance, the student must first present the case in writing to the instructor as soon as possible after the student suspects inaccurate recording of attendance and no later than two (2) weeks following the last day of semester class. The instructor may address the appeal as he or she deems appropriate.

If the student finds the instructor's decision unsatisfactory, the student may then present his or her case in writing to the Program Director/Dean within one (1) week of the instructor's decision. The Director/Dean has the authority to overrule or accept the instructor's grading. If the student chooses to appeal the decision of the Director/Dean, the student must present his or her case in writing to the Academic Board within one (1) week of the decision. The Board's decision stands as the final word in the appeal process.

Grade Appeal

This process is to provide students with a fair and timely means to appeal a grade. Students wishing to appeal a failing grade due to performance or any reasons not related to attendance must adhere to the *Non-Attendance-Related Grade Appeal* below. Students wishing to appeal a failing grade due to attendance must adhere to the *Attendance-Related Grade Appeal* below.

Non-Attendance-Related Grade Appeal

All students have the right to know the criteria for performance evaluation in a course, and this information is included in the course syllabus. If any student believes that a course instructor has awarded an unfair grade, the student must first present the case in writing to the instructor no later than two (2) weeks following the last day of semester class. The instructor may address the appeal as he or she deems appropriate. If the student finds the instructor's decision unsatisfactory, the student may then present his or her case in writing to the Program Director/Dean within one (1) week of the instructor's decision. The Director/Dean has the authority to overrule or accept the instructor's grading. If the student chooses to appeal the decision of the Director/Dean, the student must present his or her case in writing to the Academic Board within one (1) week of the decision. The Board's decision stands as the final word in the appeal process.

Attendance-Related Grade Appeal

All students have the right to know the attendance criteria in a course, and this information is included in the course syllabus. Factors that will be taken into consideration by appeal reviewer(s) include, but are not limited to, the student's performance in the course, course attendance record and overall attendance history, disciplinary history, and instructor feedback. If any student wishes to appeal a failing grade due to attendance, the student must first present the case in writing to the Program Director/Dean after the issuance of a course grade and no

later than two (2) weeks following the last day of semester class. If the student chooses to appeal the decision of the Director/Dean, the student must present his or her case in writing to the Academic Board within one (1) week of the decision. The Board's decision stands as the final word in the appeal process.

Examination Rewrites

An instructor may offer an examination rewrite to a student at his or her discretion, either voluntarily or as the result of a grade appeal. Before the examination is given, the instructor must clearly define the weight of the exam, if different from that stated in the course syllabus, in the course's final grading process. An examination rewrite fee may apply (see Academic Fees below) and must be paid prior to writing the exam. Additionally, for each exam a student rewrites, he or she must sign an *Examination Reschedule/Rewrite Confidentiality Agreement*.

Rescheduling Examinations

The rescheduling of examinations is a privilege, not a right. To request a reschedule for any examination, students must adhere to the policies below.

Exam Reschedules in Advance

Any student who wishes to reschedule an exam must submit a Request for Examination Reschedule at least two (2) weeks prior to the scheduled exam. Should the student be permitted to reschedule the exam, the student will be provided with minimal rescheduling options. When possible, the student will be required to write the exam prior to the published exam date.

Exam Reschedules due to Unforeseen Circumstances

Any student who fails to submit a rescheduling request two (2) weeks in advance of the exam (e.g. due to unforeseen and extenuating circumstances) must submit a Request for Examination Reschedule citing all reasons for failure to meet the rescheduling deadline and requesting special consideration. This request must be submitted within forty-eight (48) hours after the original exam start time. If the circumstances that caused the student to miss the exam do not permit contact within forty-eight (48) hours, the student must clearly explain this in the written request and submit the request as soon as reasonably possible.

Failure to Attend a Rescheduled Exam

Any student who fails to attend a rescheduled exam and does not provide appropriate written notice and reason, as deemed by the Program Director/Dean, will forfeit the exam rescheduling opportunity, and receive an exam mark of 0%.

Examination Reschedule Fee

A rescheduling fee applies to all rescheduled exams (see Academic Fees below) and must be paid prior to writing the exam.

Examination Policy

In all coursework, including assignments and exams, students are bound by College's *Policy on Academic Dishonesty and Professional Misconduct*.

For all course examinations other than quizzes, students are required to leave all personal belongings in an area designated by the instructor/invigilator. The only items students will be permitted to have in their possession during an examination is a writing instrument and any other item(s) the instructor/invigilator specifically permits. Unless expressly authorized by the instructor/invigilator, prohibited items include, but are not limited to, cell phones, electronic tablets and pads, computers, audio devices, headphones, books, and notes. Prior to distributing

the examination, the instructor/invigilator will inform students when they are permitted to reclaim their personal belongings.

Students are not permitted to have temporary markings (e.g. words, symbols or shorthand; body landmark and acupoint markers; or other markings that may lead to examination answers) on skin or clothing during an examination.

Once the instructor/invigilator has begun handing out examinations to students, no talking or other forms of communication are permitted, other than questions directed to the instructor/invigilator.

Throughout the examination period, students are not permitted to look upon another student's examination.

Once a student receives an examination, that student is not permitted to leave the exam room for any reason, including to visit the washroom, without the permission of the instructor/invigilator.

Any behaviour that leads the instructor/invigilator to suspect that a student is cheating is strictly forbidden and may result in disciplinary action.

Academic Dishonesty and Professional Misconduct

Pacific Rim College does not tolerate any form of academic dishonesty – including, but not limited to, plagiarism, cheating and lying – or any form of professional misconduct – including, but not limited to, theft, abusive language, harassment, lying, racial discrimination, bullying and violence.

Plagiarism

Plagiarism is defined at the college as "the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work, as by not crediting the author." A zero-tolerance policy to plagiarism applies to all works submitted in any college course. This includes the use of any AI generated material in college coursework.

Cheating

Cheating is the act of seeking information from an unauthorized source during any form of class examination or performance assessment. This includes any suspicious acts that may be construed as cheating. During examination situations or other performance assessments, students are not to engage in any activity that is suspicious. This includes, but is not limited to, talking, looking at another student or a student's work, having unauthorized access to information pertaining to the exam material or communicating through any electronic medium.

Theft

Theft carries the same penalty no matter how small the item or insignificant the value. Property of the college, its faculty and staff, the student body, and customers is to be always respected. Criminal charges may be sought.

Lying

Lying to any college official for any reason at any time is considered academic dishonesty and/or professional misconduct.

Harassment and Sexual Harassment

Harassment is the act of systematic and/or continued unwanted and annoying actions of one party or a group, including threats, demands, bullying and verbal abuse, as well as unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature. This includes any distribution or sharing of photographs or videos without explicit consent from all people in the photographs or videos, whether the intention is exploitative in nature.

Discrimination

Pacific Rim College is committed to building a community that is inclusive to individuals of diverse backgrounds and does not tolerate discrimination based on race, ethnicity, nationality, faith, sexual orientation, gender, or social background.

Abusive Language

Abusive language of any form to any member of the college, its faculty and staff, the student body, and customers will not be tolerated.

Violence

Violence is injurious behaviour directed toward any member of the college, its faculty and staff, the student body, and customers, and the property of the college, its faculty and staff, the student body, and customers. Criminal charges may apply.

Any student suspected of any of the above acts, or any other form of academic dishonesty or professional misconduct will be subject to extreme scrutiny by the College Directors. If found at fault a student will be subject to disciplinary action, which may include immediate expulsion from Pacific Rim College without consideration of any tuition refund. A student may receive notice of disciplinary action in person or in writing.

Each entering student must initial this section of the policy to abide by the College's Policy on Academic Dishonesty and Professional Misconduct.

Conflict of Interest

The College has implemented Conflict of Interest and Campus Code of Conduct policies for all students and instructors. The Conflict-of-Interest Policy prohibits students and instructors from engaging in extracurricular, non-professional relationships. This includes but is not limited to the following:

- intimate relations of any manner and
- platonic relations that involve non-school-related activities outside of school.

Should a student or instructor, for whatever reason, fail to avoid extracurricular, non-professional relationships, it is both the student and instructor's responsibility to immediately inform the Academic Dean. Failure to report this misconduct will result in disciplinary consequences up to and including expulsion for the student and termination of employment for the instructor.

Students with pre-existing personal relationships with instructors at the time of matriculation are required to immediately inform the Academic Dean.

Fair Treatment of Students and Campus Code of Conduct

Pacific Rim College is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students. Prohibited actions as outlined in the Campus Code of Conduct when reported or discovered will result in a Campus Incident Report being filed and an investigation as outlined in the Campus Code of Conduct Reporting Procedure.

In the event a student feels misrepresented by a claim of misconduct, they may invoke the grievance and dispute resolution policy as an avenue for appeal.

Disciplinary Appeal

If a student feels that an instructor has taken unfair disciplinary action, the student must first appeal the decision to the Program Director/Dean with a written submission no later than two (2) weeks after being made aware of the instructor's disciplinary action. In the review of the case, the Program Director/Dean may request a meeting with the respective instructor, student or both simultaneously. The Program Director/Dean has the authority to overrule or accept the instructor's decision. If a student is unhappy with the disciplinary action of the Director/Dean, the student must submit a written request for a hearing with the Academic Board and verbally present his or her case to the Board. The Board's decision stands as the final word in the appeal process.

Dismissal of Delinquent Students

Pacific Rim College reserves the right at any time to request the withdrawal of a student who does not or cannot maintain the required standard of scholarship; whose continuation as an enrolled student would be detrimental to his or her health, or the health of others; whose behaviour in the classroom or on campus goes against promoting a positive learning environment; or whose conduct is not satisfactory to the authorities of the College. A student may receive notice of dismissal in writing or in person.

Course Withdrawals

Any student wishing to voluntarily withdraw from a course of study must submit to the Registrar a complete *Withdrawal & Addition Form* no later than the midpoint of that specific course; no withdrawal requests will be accepted past the midpoint of any course. Where applicable, a tuition refund will be calculated as per the College's Tuition Refund Policy. A grade of W is given if a student voluntarily withdraws from any course after the date the course begins.

A grade of AW (Administrative Withdrawal) may be given to a student who, because of sickness, an emergency or other unforeseeable circumstances, cannot complete the requirements of a course, but is unable to withdraw from the course within the accepted period. A grade of AW will only be given with the approval of the Dean.

Program Withdrawals

Any student wishing to voluntarily withdraw from a program of study must submit to the Registrar in writing notice of intent to withdrawal. Where applicable, a tuition refund will be calculated as per the College's Tuition Refund Policy.

Computation of Grade Point Average (GPA)

GPA is calculated using a 4.0 scale. GPA is computed by dividing the total number of quality points accumulated in courses for which the performance grading scale has been used by the total number of credits attempted in those courses. Courses that use the competency grading scale (i.e. P, F, W, AW, CE, T, AU, E) are not included in computing GPA. Each percentage grade has a numerical grade point value as per above (see Grading Policies). Multiplying this numerical value by the number of credits for a particular course gives the quality points for that course.

Policy on Academic Probation and Dismissal

Consistent with Pacific Rim College's vision to be a world-leading academic institution in the field of complementary and integrative medicine, the College upholds high academic standards for all students. It is the intent of the College that students make satisfactory progress toward successful program completion. Unless a student has special permission from the Dean, the following guidelines for student retention are as follows:

a. Academic retention is based primarily on grade point average for all multi-semester programs in which grade point average is calculated, although the Academic Board reserves the right to consider other factors.
b. Satisfactory performance is defined as the achievement of a semester combined GPA of 2.0 or higher for all coursework.

Unsatisfactory performance is defined as the achievement of a semester combined GPA of less than 2.0 for all coursework. A student will be placed on Academic Probation following any semester in which a 2.0 combined GPA is not achieved. During any probationary semester, a student must achieve a semester combined GPA of 2.0 or better for no fewer than 9 credits of performance-based coursework. Any student who fails to achieve this performance standard is subject to Academic Dismissal.

Students can see their semester grade point average in their student portal of Student Recordkeeper. Students will not be contacted to be informed of GPA and academic status unless they are subject to Academic Dismissal.

Academic Probation

A student will be placed on Academic Probation if his or her semester combined GPA falls below 2.0 for any given semester. A student who earns less than 2.0 combined GPA for 2 or more non-consecutive semesters will be placed on permanent Academic Probation.

Academic Dismissal

During any probationary semester, a student must achieve a semester combined GPA of 2.0 or better for no fewer than 9 credits of performance-based coursework. Any student who fails to achieve this performance standard is subject to Academic Dismissal.

Application for Readmission

A student who has been Academically Dismissed from Pacific Rim College may reapply for admission after the passing of twelve (12) calendar months since the Academic Dismissal was given. The student must demonstrate scholarly reform and submit an academic plan to be considered for readmission. Successful candidates will re-enter the College with a fresh GPA. Any successfully completed courses at the College prior to dismissal will be accepted as Passing (P) credit and will not be factored into the student's new GPA. Readmitted students will be on Academic Probation for their first 4 semesters of study and must adhere to probationary standards. Any student who maintains a cumulative GPA of 2.0 or higher will be taken off Academic Probation at the completion of the 4th academic semester.

Graduation

Graduation requirements vary from program to program as indicated below.

Diploma Programs and Natural Health Certificate

Students who successfully complete all required coursework and credits for the above programs are eligible for graduation. A student who wishes to be assessed for graduation eligibility must submit to the Program Director an *Application for Graduation* during his or her final two semesters of study or upon completion of all required coursework.

Community Herbalist Certificate and Practical Nutrition Certificate

Students who successfully complete 90% of all required coursework and credits for these certificate programs are eligible for graduation and will be awarded a certificate upon program completion. Students who fail to successfully complete 90% of all required coursework and credits but have successfully completed at least 80% are eligible to retake components of the program to reach the 90% threshold and thus pass the program, if they do so within one (1) calendar year from the completion of their program. Students who choose to retake components must arrange with the Program Director and will be subject to tuition fees for the components. Students who do not successfully complete at least 80% of all required coursework and credits in their first program attempt are not eligible to retake components or graduate.

School of Permaculture Design Certificate

Students who successfully complete 90% of all required coursework and credits for this certificate program are eligible for graduation and will be awarded a certificate upon program completion. Students who fail to successfully complete 90% of all required coursework and credits but have successfully completed at least 80% are eligible to retake components of the program to reach the 90% threshold and thus pass the program, if they do so within three (3) calendar years from the completion of their program. Students who choose to retake components must arrange with the Program Director and will be subject to tuition fees for the components. Students who do not successfully complete at least 80% of all required coursework and credits in their first program attempt are not eligible to retake components or graduate.

Holistic Doula Certificate

Students who successfully complete 90% of all required coursework and credits for this certificate programs and comply with the following two conditions – 1) do not miss more than 50% of any one component and 2) successfully complete all book assignments and oral presentations in DLA112 – are eligible for graduation and will be awarded a certificate upon completion. Students who fail to successfully complete 90% of all required coursework and credits but have successfully completed at least 80% are eligible to retake components of the program to reach the 90% threshold and thus pass the program, provided they do so within one calendar year. Students who have failed to complete 50% of any individual component and have completed at least 80% of the program are eligible retake the component and thus pass the program, provided they successfully complete the component in its entirety within one calendar year from the completion of their program. Students who choose to retake components must arrange with the Program Director and will be subject to tuition fees for the components. Students who do not successfully complete at least 80% of all required coursework and credits in their first program attempt are not eligible to retake components or graduate.

Graduation with Honours

Diploma program* students in performance-based programs who have achieved academic distinction throughout their enrolment at Pacific Rim College will graduate with Academic Honours. Students who have achieved a minimum cumulative GPA of 3.4 will graduate Cum Laude. Students who have achieved a minimum cumulative GPA of 3.6 will graduate Magna Cum Laude. Students who have achieved a minimum cumulative GPA of 3.8 will graduate Summa Cum Laude.

*Except the Permaculture Design and Resilient Ecosystems Diploma

Professional Recognition

All students are responsible for knowing and understanding the professional practitioner regulations and practitioner eligibility criteria that preside in the region where they wish to practice. Other than where expressly indicated in writing, PRC is not responsible for ensuring that students understand professional regulating standards or meet practitioner eligibility criteria.

Credit Transfer into Other Institutions and Credential Recognition

Other than where expressly indicated in writing, Pacific Rim College does not guarantee the transferability of PRC credits into other institutions, or the recognition of Pacific Rim College coursework or graduate credentials by other institutions or organizations.

Storage and Retrieval of Student Records

The College maintains both physical and electronic records for students.

Physical Records

All physical student records, including application information, transcripts and financial transactions are safely stored at the College. Only appropriate administrative personnel – including, but not limited to, the College President, Director of Admissions, Registrar, Academic Dean, and relevant Program Deans/Directors - have access to student records. To access records, students must contact the Registrar.

Electronic Records

Electronic student records are stored in an online recordkeeping system. Students can access at any time certain components of their personal academic records by logging into the Student Recordkeeper System (SRK) via the online student portal.

III. GRIEVANCE AND DISPUTE RESOLUTION POLICY

This policy applies to all grievances that arise between students, students and faculty, and students and other staff members at Pacific Rim College.

In the case of a grievance, the primary goal of the Academic Board is to reach a just resolution to restore balance within the College environment. The Board will make every effort to remain unbiased throughout the resolution process. A student who makes or is otherwise involved in a complaint will not be subject to any form of retaliation by the institution at any time.

Grievance Procedure

1. All grievances must be presented in writing and sent to a member of the Academic Board. The grievance is kept in strict confidence by the Academic Board, maintaining accurate records for any correspondence related to the grievance.

The persons involved in presenting the grievance must be identified by full name. Should the grievance be presented on behalf of a class, if one does not already exist, the class must appoint a student representative who will speak on behalf of the class.

2. The Academic Board consists of the:

Academic Dean, Michelle Quintal academicdean@pacificrimcollege.com, Amy Klazek, Director of Admissions aklazek@pacificrimcollege.com and a Program Dean of the student or faculty's area of study:

- Sumi Kang, Dean - School of Acupuncture and Chinese Medicine skang@pacificrimcollege.com
- Bree Nabholz, Dean – School of Western Herbal Sciences phytodean@pacificrimcollege.com
- Amber Baker, Dean – School of Holistic Nutrition nutritiondean@pacificrimcollege.com

Should a member of the Academic Board be absent or cited in the grievance, in all dealings related to the grievance, he or she will be temporarily replaced on the Academic Board by James Christian, President jchristian@pacificrimcollege.ca until the grievance has been resolved.

3. The Academic Board will convene for a meeting as soon as reasonably possible following the submission of the grievance. The Board will determine if sufficient information regarding the grievance has been provided. If not met, the Board will request in writing further information so that resolution can proceed.
4. The Board will then conduct further investigation of the circumstances concerning the grievance and attempt to bring about resolution between involved parties. All aspects of this process will be documented.
5. The final decision of the Academic Board will be presented to all parties involved in the grievance within 30 days after the complaint has been received. It will include adequate reasoning for its decision.
6. The Board's decision stands as the final word in the appeal process. If a student is dissatisfied with the determination and has been mislead regarding a significant aspect of the program the student may file a complaint with the Private Training Institutions Regulatory Unit.

IV. STUDENT SERVICES

Academic Advising

Each faculty and program provides academic advising for potential students contemplating studies and current students wishing to make course or program changes. Students are encouraged to read the appropriate academic and enrolment information for any program of interest to determine prerequisites and other program requirements. Program Deans are also available for individual consultation as needed.

Student Activity Fund

Each semester every student enrolled in a program at Pacific Rim College contributes $25 to the Student Activity Fund (SAF). The primary purpose of the SAF is to provide the student body with financing to support activities, projects and causes. Additionally, these funds are used to maintain the student computer terminals, printers and learning resources.

Computing Services

The College provides campus wide wireless Internet access for all students, computer stations, a photocopier and printer in the student lounge area.

Library

Students, alumni and faculty have full access to the College's library, consisting of hundreds of volumes of books related to complementary and integrative medicine.

Bookstore

The College Bookstore aims to carry all required and recommended course texts as well as dozens of other titles related to complementary and integrative medicine.

Student Identification Cards

Student Identification Cards are available to all program students. To receive a card, a student must be enrolled in a program of study. Replacement Identification Cards are available for lost, stolen or damaged cards for a fee.

Career Preparation

Pacific Rim College assists students in job preparation and placement, both pre- and post-graduation. During academic studies students can enrol in business development courses that prepare students for entering the workforce and opening businesses. Other professional development courses are offered on a regular basis. Additionally, the College provides services and opportunities for job searching and an online database of employment opportunities.

Financial Aid, Scholarships and Bursaries

Student Loans

Canadian students are eligible to apply for Canada Government Student Aid for all programs.

Your Best Interest and Pacific Rim College Bursary

Your Best Interest is a pay-it-forward initiative in which the interest fees that students pay because of delayed tuition payment are converted into a fund for the Pacific Rim College Bursary. To increase this fund, PRC matches all contributions dollar for dollar, doubling the available amount.

The PRC Bursary is a $500 award that is granted based on financial need, academic achievement, and community involvement. Any student enrolled in a multi-semester program is eligible to apply by filling out and submitting an Application for Financial Aid. Additional criteria and deadlines can be found on the application.

Community Leader Scholarship

The Pacific Rim College Community Leader Scholarship is a competitive tuition-based award. Awardees receive full tuition to either the College's Community Herbalist Certificate, Practical Nutrition Certificate or Holistic Doula Certificate. Please see the Application for Community Leader Scholarship form for annual due dates. Due to the nature of PRC's Certificate program, scholarships are awarded once registration minimums are met.

Scholarship recipients are unable to defer enrollment to a future semester and must commit to an in-person certificate program schedule for the period of enrollment. The recipient must maintain performance and attendance requirements to receive accreditation. All related costs to attending in-person and for program supplies are at the cost of the awardee.

V. FINANCIAL POLICIES

Tuition and fees for Pacific Rim College are listed below. All amounts shown are in Canadian dollars. The College requires that all deposits, tuition, and fees be paid by stated deadlines, or penalties must be imposed. Returning students will not be permitted to complete registration until all previous financial obligations to the College are paid in full.

Tuition

Except for the Permaculture Design and Resilient Ecosystems Diploma, and where otherwise indicated, multi-semester program tuition is based on a per credit system. Audited credits do not factor into the per semester course count. For all multi-semester programs, each student determines his or her course load and schedule and thus per semester tuition. All prices listed are in Canadian dollars.

Academic Credits	$245/credit
Clinical Observation Credits	$245/credit

Clinic Supervised/ Independent Credits	$275/credit
Auditing	$180*/credit
Discount Auditing**	$120*/credit

*plus tax

**Discount Audit tuition is available to current program students and diploma alumni. Current program students must maintain the equivalent registration of 9 semester credits to be eligible and pay the regular rate should registration drop below that threshold. Discounted audit rate is not available for courses for which there is a waitlist, weekend workshops, CPR and First Aid, and potentially other course. Diploma alumni no longer enrolled in a program are required to pay all applicable tuition at the time of course registration. Audit registration is not available until after the student registration portal has closed and must be completed directly through the Registrar.

Tuition for the Permaculture Design and Resilient Ecosystems Diploma and all certificate programs (except Natural Health Certificate, which uses above tuition) is listed on each program webpage.

Academic Fees

Pacific Rim College reserves the right to change fees at any time. Although prior notice is not necessary, whenever possible the College will publish all fee changes prior to the date the new fees take effect.

APPLICATION	Varies with program
ENROLMENT DEPOSIT (ED)	
or REGISTRATION FEE (RF)	
Diploma of Acupuncture (and Chinese Medicine)	$200 ED
Doctor of TCM	$200 ED
Diploma of Phytotherapy	$200 ED
Diploma of Holistic Nutrition	$200 ED
Permaculture Design and Resilient Ecosystems Certificate	
Canadian Citizen	$250 RF
International Student	$500RF
Natural Health Program	$200 ED
Community Herbalist Program	
Canadian Citizen	$250 RF
International Student	$500 RF

Practical Nutrition Certificate Program	
Canadian Citizen	$250 RF
International Student	$500 RF
Holistic Doula Certificate Program	
Canadian Citizen	$250 RF
International Student	$500 RF
School of Permaculture Design Certificate Programs	
Canadian Citizen	$250 RF
International Student	$500 RF

TRANSFER CREDIT	$20/transfer credit or equivalent, or $150 for students transferring unlimited credit from another recognized School of Acupuncture & Chinese Medicine

EXAMINATION REWRITE/RESCHEDULE	$100

OFFICAL TRANSCRIPT	$15

EXAMINATION CHALLENGE	$100 exam fee
Successful	$30/course credit
Unsuccessful	$0

CLINICAL SUPPLIES	$10/clinical credit in: CMCP102, CMCP200/300/400/500

COURSE SUPPLIES	Varies by course

STUDENT ACTIVITY FEE	$25/semester

CLINIC MAKEUP HOURS	$12/hour

FINANCE CHARGE/ TUITION LATE PAYMENT	1.5%/month of total past due
IDENTIFICATION CARD REPLACEMENT	$10
GRADUATION DOCUMENT REPLACEMENT	
Certificate	$25
Diploma	$50
STUDENT RECORD ARCHIVING FEE	$10/semester

Explanation of Fees and Deadlines

Tuition Deadline

Semester-based tuition fees deadlines are arranged on a program-to-program basis. Unless otherwise arranged by a student with the College Administration, students must pay tuition in full by the stated deadline to avoid the accruement of interest fees. Tuition deadlines are posted on the College website and, for new students, are indicated in the official acceptance letter. Students with outstanding tuition will not be permitted to receive official transcripts or certificates/diplomas, or to register for or participate in new courses. A Request for Exception may be requested for severe medical or unforeseen circumstances. This exemption is not granted for failure to understand any PRC registration or tuition related policy.

Collection of Accounts in Arrears

The College reserves the right to release relevant student information to a third party or 'Collections Agency' to recoup outstanding tuition and fees.

Application Fee

This non-refundable fee is charged to all applicants and due at the time of application submission.

Enrolment Deposit

Where indicated, all successful candidates for admission must pay a non-refundable deposit to confirm acceptance and to insure a space in the entering class.

Registration Fee

Where indicated, all successful candidates for admission must pay a non-refundable registration fee to confirm acceptance and to insure a space in the entering class.

Transfer Credit

A student who applies for credit transfer from another accredited institution will be charged a transfer credit fee of $20/course credit that is evaluated and accepted. Transfer students into the School of Acupuncture and Chinese

Medicine from another recognized North American program of Acupuncture and Chinese Medicine will be charged $150 total for all transfer credits above eight (8). Transfer credit fees are due at the time of transfer credit approval.

Examination Rewrite/Reschedule

Any student who reschedules an examination or based on eligibility, chooses to rewrite an examination, is subject to this fee. This fee is due before a student may write the exam in question.

Official Transcript

Official transcripts are available to students upon request by submitting a completed *Application for Official Transcript*. All student accounts must be paid in full prior to a student receiving an official transcript or program credential, i.e. diploma or certificate.

Examination Challenge

A student who chooses to challenge a course by Examination Challenge must first pay a non-refundable fee before challenging the examination materials. To receive credit for a successful examination challenge, the student must pay and additional course credit fee. CE credit fees are due within thirty (30) days of the examination challenge or before the end of the semester, whichever happens first.

Clinical and Course Supplies

Clinic and course supply fees vary and may include payment for use of any of the following: herbal samples, acupuncture supplies (needles, moxa, guasha tools, massage oils), clinical supplies (linens), food-based ingredients or base materials for clinical preparations.

Student Activity Fee

Each program student and certain non-matriculating students must pay a student activity fee of $25/semester for each semester of course enrolment.

Clinic Makeup Hours

This hourly fee is charged for all approved Clinic Makeup Hours.

Finance Charge/Tuition Late Payment

This finance charge will be charged monthly to all accounts past due.

Identification Card Replacement

This fee is charged for the replacement of all lost identification cards. The fee is due prior to the issuance of a new ID card.

Graduation Document Replacement

This fee is charged for the replacement of academic certificates/diplomas respectively.

Student Record Archiving Fee

This fee is applied to each student for both on-site and off-site student record storage.

Full Financial Refund Polices are detailed on the following pages.

Financial Refund Policies

Course* Withdrawal Refund Policy

The policy below applies to students enrolled in the following programs:

Doctor of Traditional Chinese Medicine, Diploma of Acupuncture & Chinese Medicine, Diploma of Acupuncture, Diploma of Phytotherapy, Diploma of Holistic Nutrition, Natural Health Certificate

Withdrawals before semester start date:		
From	**Until**	**Refund/Fee**
Registration opening	15 days before the semester start date at 4:00pm PT	100% refund of tuition and all required course fees**
15 days before the semester start date at 4:00pm PT **and** less than 7 days after student contract is signed	Semester start date	100% refund of tuition and all required course fees**
15 days before the semester start date at 4:00 pm PT **and** 7 days after student contract is signed	Semester start date	10% fee of tuition paid or payable under contract
Withdrawals after semester start date:		
From	**Until**	**Refund/Fee**
Semester start date	Up to and including 10% of instruction hours have been provided	10% fee of tuition paid or payable under contract
After more than 10% of instruction hours have been provided	Up to and including 30% of instruction hours have been provided	30% fee of tuition paid or payable under contract
After more than 30% of instruction hours have been provided	Up to and including 50% of instruction hours have been provided	50% fee of tuition paid or payable under contract
After more than 50% of instruction hours have been provided		100% fee of tuition paid or payable under contract
*The fees above apply to all courses. Workshops are subject to separate withdrawal policies and fees as stated in the *Workshop Withdrawal Refund Policy.*		
***All required course fees* include fees paid for course materials if not provided to the student. The application fee is not refundable.		

Workshop Withdrawal Refund Policy

The policy below applies to non-matriculating students and students enrolled in all programs.

From	**Until**	**Refund/Fee**
	30 days before the start of the workshop	Full refund less a $40 non-refundable registration fee
Less than 30 days before the start of the workshop	14 days before the start of the workshop	50% refund

Less than 14 days before the start of the workshop		No refund

Program Withdrawal Refund Policy

The policy below applies to students enrolled in the following programs:

Community Herbalist Certificate, Holistic Doula Certificate, Practical Nutrition Certificate, Diploma of Permaculture Design & Resilient Ecosystems

Withdrawals before program start date:		
From	**Until**	**Refund/Fee**
Date student contract is signed	Fewer than 7 days after student contract is signed	100% refund of tuition and all required course fees**
7 days after student contract is signed	Program start date	10% fee of tuition paid or payable under contract
Withdrawals after program start date:		
From	**Until**	**Refund/Fee**
Program start date	Up to and including 10% of program instruction hours have been provided	10% fee of tuition paid or payable under contract
After more than 10% of program instruction hours have been provided	Up to and including 30% of program instruction hours have been provided	30% fee of tuition paid or payable under contract
After more than 30% of program instruction hours have been provided	Up to and including 50% of program instruction hours have been provided	50% fee of tuition paid or payable under contract
After more than 50% of program instruction hours have been provided		100% fee of tuition paid or payable under contract

**All required course fees* include fees paid for course materials if not provided to the student. The application fee, if applicable, is not refundable.

Additional Refund Provisions

The policies below apply to students enrolled in all programs.

	Refund/Fee
If student does not attend the first 30% of the program	50% fee of tuition paid or payable under contract
If institution receives a refusal of study permit (applies to international students requiring a study permit): - Before 30% of instruction hours would have been provided, had the student started the program on the later of the following:	100% refund of tuition and all required course fees**

○ The program start date in the most recent Letter of Acceptance ○ The program start date in the enrolment contract - Student has not requested additional Letter(s) of Acceptance.	
If student enrolls in a program without having met the admissions requirements, and they did not misrepresent their knowledge or skills when applying for admission.	100% refund of tuition and all required fees, including application fee

<u>Non-Matriculating Course* Withdrawal Refund Policy</u>

The policy below applies to non-matriculating students only.

Withdrawals before semester start date:		
From	**Until**	**Refund/Fee**
Date student contract is signed	Fewer than 7 days after student contract is signed	100% refund of tuition and all required course fees**
7 days after student contract is signed	Semester start date	10% fee of tuition paid or payable under contract
Withdrawals after semester start date:		
From	**Until**	**Refund/Fee**
Semester start date	Up to and including 10% of instruction hours have been provided	10% fee of tuition paid or payable under contract
After more than 10% of instruction hours have been provided	Up to and including 30% of instruction hours have been provided	30% fee of tuition paid or payable under contract
After more than 30% of instruction hours have been provided	Up to and including 50% of instruction hours have been provided	50% fee of tuition paid or payable under contract
After more than 50% of instruction hours have been provided		100% fee of tuition paid or payable under contract
*The fees above apply to all courses. Workshops are subject to separate withdrawal policies and fees as stated in the *Workshop Withdrawal Refund Policy.*		
***All required course fees* include fees paid for course materials if not provided to the student. The application fee is not refundable.		