



THE NATIONAL ACADEMY OF OSTEOPATHY STUDENT POLICY

Admission Requirements. Please note that your application cannot be processed without the application fee and all accompanying documents. The application package must include:

- ❓ A properly completed application for admission. Please type or print legibly;
- ❓ An application processing fee of \$215.00 (Canadian Dollars). This fee is non-refundable and must be submitted with the application for admission;
- ❓ Official transcripts from all secondary and post secondary institutions attended;
- ❓ Passport-sized picture (Students may submit their picture in a .JPG, .BMP, or .PNG format via email);
- ❓ Photocopy of a valid photo ID (as proof of Identity).

Registration. Register early in order to ensure quality delivery and effective learning outcomes. NAO classrooms have limited seating. Early registration is highly recommended to ensure that you can enrol at the term you wish. The application processing fee is **\$215.00** (Canadian dollars). This fee is non-refundable and must be submitted with the application for admission. The applicant can register by mail, email, by fax or by applying in person at the NAO campus in Toronto. For further information regarding the application process, please call: (416) 635-6550 (or email at admissions@nationalacademyofosteopathy.com) and our representatives will be glad to answer your questions.

Fees. It is understood that the fees for the program taken is payable in advance and all such payments shall become due forthwith upon a statement of accounting being rendered. Payment/s may be made either by cash (cash is accepted in person only), e-Transfer, PayPal, VISA, MasterCard, debit card, money order, or cheque made payable to the "National Academy of Osteopathy".

Application Fee	CAD\$ 215.00
Deposit (Amount will be reduced from tuition.)	CAD\$ 1,000.00
DOMP – Health background (online and campus-based program)	CAD\$ 9,970.00
DOMP – Non-Health background (online and campus-based program)	CAD\$ 14,850.00
Portable External Hard Drive fee	CAD\$ 430.00
Practical 2 Week-Long campus training (mandatory for Canadian Residents and online students only)	CAD\$ 2,480.00



THE NATIONAL ACADEMY OF OSTEOPATHY STUDENT POLICY

Attendance: Students are required to attend campus classes between 9am-4pm. Attendance will contribute to 15% of students' total Manual Osteopathy Practical mark. Students are allowed 14 days of excusable absences; this must be approved by the admissions office prior to the absence.

Examinations: Students will have 36 hours (3 days) to complete all exams; 1 attempt per exam. If failed, students must book for another exam date during the following week. An exam retake fee will apply for the failed exams.

Program Extensions: Students who fail the DOMP program must pay full tuition if wishing to repeat the program. On-campus students must complete their program in allocated time. Students may delay graduation but should not attend campus unless they pay tuition for each semester in attendance.

Cancellation & Fee Refund Policy: NAO reserves the right to cancel a class when sufficient enrollment is not met. Applicants affected by cancelled classes may elect to transfer their Application to the next scheduled session or receive a full refund for the canceled sessions. It is understood that fees are payable in accordance with the fees specified in this Enrolment Contract and all payments of fees shall become due forthwith upon a statement of accounting being rendered. NAO reserves the right to cancel this Enrolment Contract if the undersigned student does not attend classes during the first 14 days of the program begins.

This refund policy applies to the national and international part time and full time online as well the on-campus DOMP (Diploma in Osteopathic Manual Practice) program offered by National Academy of Osteopathy (NAO).

The NAO application fee and the deposit are non-refundable when received. The full tuition (100%) is non-refundable when the program has started in first week of September or March, or when a password and user ID has been issued to view the online video lectures, or when the external hard drive has been mailed.

The tuition (minus the deposit and application fee) is refundable if we receive an email request from the student and if the class has not started, and if we have not issued a password and user ID and if we did not mail the external hard drive. We give access to all our online programs to on-campus students as well. So the same policy for online students apply to the campus based students.

No Guarantee of Employment. NAO does not guarantee employment for any student who successfully completes a vocational program offered by NAO.

Date Deemed Received by the Student. Any such notice or other communication sent by NAO shall be deemed to have been given and received on the day on which it was delivered or transmitted to the contact person enumerated above in paragraph 17 (or, if such day is not a Business Day, on the next following Business Day) in the case of e-mail. If mailed, such notice or other communication shall be deemed to have been given by NAO on the third Business Day following the date of mailing to the Student's last known address. Either the Student or NAO may at any time change its address for service of hard copy or electronic documents by giving notice to the other parties in writing.

Withholding Credentials. Where full tuition has not been paid by the Student, NAO may withhold or revoke Credentials.

Interest Rate on delinquency. Overdue accounts shall be charged out to Students at a rate of 1.5% per month or 19.56% per annum, and interest will be compounded daily. The term "overdue" will correspond to agreed contract or post-graduation.



Classroom Hours and Practical Instruction Hours. The number of class and "practical" instructional hours to be taught in each program is Mondays to Fridays between 9AM to 4:30PM. *See above for Attendance Policies*

Waiver, Amendment. Except as expressly provided in this Agreement, no amendment or waiver of this Agreement shall be binding unless executed in writing. No waiver of any provision of this Agreement shall constitute a waiver of any other provision, nor shall any waiver of any provision of this Agreement constitute a continuing waiver unless otherwise expressly provided.

Assignment. The Student may not assign any of its rights or obligations under this Agreement under any circumstances.

Dispute Resolution. The student agrees as a condition of enrollment to make every attempt to resolve any dispute whatsoever that he/she may have with NAO.

Rights & Responsibilities: The student has the right to receive treatment without discrimination as to race, color, religion, sex, national origin, disability, sexual orientation, gender identity, relationship status, or age. Receive considerate and respectful care in a clean and safe environment. The student has a right to refuse treatment for any reason they seem appropriate. It is the responsibility of the student to maintain an up-to-date health history and advise the admissions office and professors of any changes to their health or well-being in regards to manual osteopathic treatments and/or assessments.

Student Complaint Procedure. All complaints shall be made in writing pursuant to the Student Complaint Resolution Procedure established by NAO. Please check with the admissions office for more details.