



## **Wholistic Nutrition Program**

### **Student Handbook 2012**

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## THE WELLSPRING SCHOOL FOR HEALING ARTS LETTER OF INVITATION

Thank you for considering The Wellspring School for Healing Arts. At The Wellspring School we have created a comprehensive Wholistic Nutrition Certification Program to provide students with a rich education in whole foods based nutrition with an added overlay of Traditional Chinese Medicine.

The Wellspring School's Wholistic Nutrition program is demanding, rewarding and meets the highest national standards in the field of wholistic nutrition. The school enrolls a minimum 15 and a maximum of 25 students per each program group. Classes are held in person and are extremely interactive and hands on. The group size allows students to maintain a high level of interaction with their peers, staff and faculty. Many of our classes are also open to public participants seeking personal enrichment as well as continuing education.

The Wellspring School's Wholistic Nutrition program has been approved by the National Association of Nutrition Professionals ([www.nanp.org](http://www.nanp.org)). Our graduates are eligible to sit for the HNCB national certification board exam ([www.hncb.org](http://www.hncb.org)) as well as test for certification with the American Association of Nutritional Consultants ([www.aanc.net](http://www.aanc.net)). Upon successful program completion, graduates receive certification from The Wellspring School for Wholistic Nutrition. At present in the states of Idaho and Oregon there are no specific licensing requirements for the field of wholistic nutrition.

Training at The Wellspring School is far more than memorization and learning about nutrition. It is a journey of self-discovery. Students are encouraged to recognize patterns in themselves and their health that can be improved, allowing them to become better practitioners by living congruently with the principles of wholistic health. Graduates emerge knowledgeable and confident in starting their own practices, in their ability to maintain their health, and in offering competent care to clients.

We strive to encourage each individual student to achieve and gain the most from their educational experience. We hope that the information contained within this handbook will pique your interest in the rapidly growing field of Wholistic Healthcare, Traditional Chinese Medicine, Asian Bodywork Therapy and Wholistic Nutrition.

With warmth,

Rylen Feeney  
Co-owner, Founder, Director of Education

Rachael Myles  
Co-owner, Director of Operations & Student Affairs





## ABOUT THE WELLSRING SCHOOL FOR HEALING ARTS HISTORY

In response to the urging of her teachers, Rylen Feeney began teaching Amma Bodywork Therapy in the early 1990's. In 1995, she founded The Wellspring School for Healing Arts in Boise, Idaho. Committed to preserving the art and tradition of Amma, the school's flagship 1000+ Amma Bodywork Therapy certification program combines training in nutrition, wholistic lifestyle, and movement arts, as well as exposure to nutrients and herbs. Today the program remains one of the most comprehensive and academically challenging of its kind in the United States. To date The Wellspring School has graduated more than 140 Amma Bodywork Therapy students, many of whom practice throughout the United States.



In the spring of 2007 The Wellspring School launched its first dedicated Wholistic Nutrition certification program. The 280+ hour stand-alone program is focused on the principles of holistic health and covers nutrition from both Eastern (Chinese) and Western perspectives. Our philosophy is that there is no one perfect diet. Diets should reflect the current needs of the individual whether treating a specific disease or adapting to a different life stage. Having the knowledge to effectively nourish oneself is one of the most empowering things a person can do to benefit themselves, their clients and their families. To date the school has matriculated more than 55 wholistic nutrition students.

In 2007, Rylen moved to Portland, Oregon and in late 2009 she determined that opening a second school location would be a great the next step for The Wellspring School. In 2010 she was joined by a new business partner, Rachael Myles, and the two have worked diligently to grow the school and evolve its offerings as a valuable resource in both the Portland and Boise communities.

In addition to its programs, The Wellspring School currently offers continuing education classes for healthcare practitioners, as well as lively clinics and classes for the public.





## ABOUT THE WELLSPRING SCHOOL FOR HEALING ARTS

### OUR MISSION

Our goal is to educate our students and clients that the easiest way to obtain freedom from illness is to maintain health.

Through recognizing one's own role in their health, students and clients have a means by which they can realize their physical, mental, and spiritual potential.



### OUR PHILOSOPHY

At The Wellspring we believe that health is a lifestyle. Training successful practitioners in Wholistic Healthcare is based on encouraging students to make a commitment to continued personal growth.

By emphasizing lifestyle changes, intellectual curiosity, self-reflection and self-improvement students are encouraged to develop into extraordinary practitioners who can bring clarity and congruency to their lives and promote health in others.

*"The Wellspring School for Healing Arts is founded and run by committed individuals that live what they teach and will to teach you to do the same."* - Nathan Mandigo, Amma Program Graduate 2010





## CERTIFICATIONS, CREDENTIALS & AFFILIATIONS

The Wellspring is a partnership limited liability company registered in both the states of Idaho and Oregon. The Wellspring School respectively shares office space in Portland, Oregon and Boise, Idaho with Pearl Phoenix Health and Pulse Holistic Health. All businesses are distinct and separate limited liability companies. Money cannot be transferred between The Wellspring School and any other company.

### **LICENSE & BONDING**

In Idaho, The Wellspring School is a licensed proprietary school and complies with all provisions of section 3, chapter 57, session laws, 1993, State of Idaho and is duly registered with the State Board of Education. ([www.boardofed.idaho.gov](http://www.boardofed.idaho.gov))

In Oregon, The Wellspring School is a private career school licensed with the Oregon Department of Education in accordance with the Oregon Administrative Rules, Chapter 581, Division 045.



In the state of Oregon, there is no entity that currently regulates the licensing or practice in the field of (w)holistic nutritionists.

### **SCHOOL ACCREDITATION, AFFILIATIONS & PROFESSIONAL MEMBERSHIPS**

The Wellspring School's Wholistic Nutrition Program is approved by the National Association of Nutritional Professionals (NANP: [www.nanp.org](http://www.nanp.org)) as well as the American Association of Nutritional Consultants (AANC: [www.aanc.net](http://www.aanc.net)).

**National Association of Nutrition Professionals & Holistic Nutrition Credentialing Board:**  
P.O. Box 1884, Rancho Cordova, CA, 95741. Phone: 800-342-8037. [www.nanp.org](http://www.nanp.org)

**American Association of Nutritional Consultants:** 400 Oakhill Dr., Winona Lake, IN 46590.  
Phone: 888-828-2262. Email: [registrar@aanc.net](mailto:registrar@aanc.net). [www.aanc.net](http://www.aanc.net)

Students receiving certification from the Wellspring School Wholistic Nutrition Program are eligible to sit for board examination via the Holistic Nutrition Counseling Board (HNCB: [www.hncb.org](http://www.hncb.org)), which serves as the testing division of the NANP. Successful passage of board examination allows practitioners to use the NANP designation, "Board Certified in Holistic Nutrition®." Upon certification graduates are also able to complete the examination process via the AANC. Upon passage of the exam series, practitioners may use the AANC designation of "Certified Nutritional Consultant or C.N.C.®"





## WHOLISTIC NUTRITION PROGRAM DESCRIPTION

The Wholistic Nutrition program at the Wellspring School for Healing Arts thoroughly explores nutrition from both Eastern and Western perspectives. The Eastern coursework is founded on the tenets of Traditional Chinese Medicine (TCM) and includes the energetics of food as a cornerstone to understanding and evaluating appropriate nutritional choices for the individual. These Eastern concepts are a strong complement to the Western based information covered in the program and are part of what make the program one of a kind.

The program studies various health requirements and challenges for specific age groups, genders, and activity levels and looks in depth at numerous illnesses and corresponding nutritional options. The Eastern approach brings a unique level of understanding of the many layers and nuances of Wholistic Nutrition and how these effectively translate to meaningful individual assessments.

The program differentiates itself via a strong hands-on approach. Students build confidence, explore specific areas of interest and hone skills essential to their future practices. While students gain solid theoretical foundations from both Eastern and Western perspectives, the real program milestones are at the practical applicational level which culminates in three clinic weekends.

Overall the combination of class time, a robust set of reading requirements, various research and case study assignments, and learning opportunities focused on real life experience all give the student a deeper understanding of wholistic nutrition. With over 40 clinic hours, mandatory community service and the promotion of two public facing events, students gain the type of experience and confidence required to put into practice what they've learned.

As a Certified (W)holistic Nutritionist\*, individuals may choose from a wide variety of opportunities within this field. These include providing individual or small group nutritional consultation services, working with other complementary healthcare individuals, leading cooking lessons or promoting community education. Whether it's the layperson who wants to understand how best to nourish themselves and their families, or the healthcare practitioner who desires a deeper understanding of how nutrition can directly benefit their clients, the program offers something for everyone.

The field of (w)holistic nutrition is an unregulated one at present. It is incumbent upon graduates to research and understand the specific requirements in their particular state of practice. Currently in the state of Oregon there is no licensing body for the field of wholistic nutrition and its corresponding practice areas.





## WHOLISTIC NUTRITION PROGRAM DESCRIPTION - *continued*

There are 18 individual classes in the program that comprise 280 class (clock) hours total. Classes meet one weekend a month over the course of 18-22 months. On average, most groups finish within 20 months. During the course of the program, students receive breaks where classes do not meet for a month. Typically two breaks are given during a program, but additional breaks may be added to accommodate instructor schedules or the need to re-schedule a class.

In addition to class hours an estimated additional 24 hours are needed to fulfill non-class requirements including event participation, food preparation and community service. Between classes students are also expected to complete a robust set of reading requirements as well as pre and post class assignments. Please refer to page 11 of this handbook for a details breakout of all hours.

The program is designed to complement most schedules and busy lifestyles while maintaining the integrity of The Wellspring School's philosophy. Class times are typically from 9:00-5:30 on Saturdays and Sundays with the addition of two Friday evenings that typically coincide with the 8th and 15th classes.

Upon successful completion of the program, graduates will receive certification from The Wellspring School and may use the designation Certified (W)holistic Nutritionist (CHN)\* in their practice. Several of the individual classes are excellent resources for continuing education requirements for holistic healthcare professionals as well and are open to public participants.

*\*Note: States vary in their laws regulating the use of the term "nutritionist." In some states the term Certified Holistic Nutritionist or Wellness Coach may be used. Check with your state for individual requirements.*



*"Learning the philosophy and techniques of nutrition from both Eastern (TCM) and Western perspectives has given me the required skills to coach my clients for reaching their optimum health in full spectrum. Many of the instructors at The Wellspring School inspire you to go beyond the mainstream of dietary information. The material given is cutting edge for today's healthy life style and the hands on cooking courses take the program to a level that is more personal. The way they have the calendar of classes scheduled makes it very convenient for anyone, whether living local or traveling in from other areas."*  
Davina Pastrama, DIPL. ABT (NCCAOM), CHN, TD, PES, Graduate WNP, Group 1





## WHOLISTIC NUTRITION PROGRAM CLASS DESCRIPTIONS

### ***Introduction to Chinese Medicine Theory***

This class covers the principles of Wholistic vs. Reductionist principles, Ying/Yang, 5-Element correspondences and the Yin and Yang organs and their functions. Students will establish an understanding of theory and principles of Chinese Medicine and its relationship to wholistic nutrition.

### ***Western Anatomy and Physiology***

This class covers the pertinent anatomy and physiology of the gastrointestinal system. Students will study all aspects of the digestive, absorption and elimination processes and accessory organs. They will become familiar with various pathological conditions related to the gastrointestinal systems including signs and symptoms, risk factors, complications and treatments.

### ***Western Nutrition I***

This class covers the basic biochemistry associated with fat, protein, and carbohydrate molecules. Students study the basic food groups and learn how to analyze pertinent laboratory results and data. The evolution and make-up of Western Nutrition and the modern day diet(s) is also studied.

### ***Western Nutrition II***

Students explore the personal and psychological components of nutrition and nourishment, including his/her own relationship to food and eating. Students also explore the role of nourishment as it applies to developmental models, eating disorders and obesity. This course contrasts psychosocial stages of development with specific diet and food trends and looks at menu planning, calorie counting and the USDA food guide pyramid.

### ***Wholistic Nutrition I & II***

The two-weekend course emphasizes the importance of approach nutrition from an holistic perspective and integrates concepts from both Chinese Medicine and Wholistic Western traditions. Students focus on a gradual, well-rooted transition from the Standard American Diet to a holistic way of eating that will provide lasting health and vitality. Delicious foods will also be prepared for both weekends, allowing students to sample a variety of recipes.

### ***Whole Food Cooking I & II***

These two classes provide students with the unique hands-on opportunity to learn various whole foods cooking techniques through the preparation of multiple seasonal, whole foods menus.

### ***Chinese Diagnosis***

This course introduces students to Chinese diagnosis and differentiation relevant to their practice of wholistic nutrition. The class covers the Eight principles, Four methods, basic tongue diagnosis, pulse diagnosis, Qi, Blood and Essence deficiency, Qi stagnation, coloring, and 5-Element differentiation.

### ***Food in the Treatment of Disharmony***

This class looks at food as a means of treating the five organ pair disharmonies. Students first review the principles of a preventive and remedial diet and then discuss the four phases of life, the four seasons, the five elements, temperature, taste, channel/organ route, direction, therapeutic action, specific symptomatic actions, common clinical use, and contraindications.





## **CLASS DESCRIPTIONS-** *continued*

### ***Eat to Live I & II***

This two-weekend course explores healthy eating during the life cycles including infancy, childhood, adolescence, adulthood, and the elderly as well as pregnancy and lactation. The nutritional needs of athletes, vegetarians, and vegans are also reviewed. Adjunct topics such as infertility, menopause, peri-menopause, libido, etc. may also be covered depending on instructor specialty and/or time permitting. Discussion time is spent on possible weight loss strategies. Students study special dietary considerations in the treatment of the following western conditions: allergies, addiction, hypoglycemia, candida, diabetes, hypertension, high cholesterol, infertility, gallbladder disease, heart disease, migraines, hypo/hyperthyroidism, arthritis, IBS, colitis, Crohn's disease, celiac disorder, cancer, autoimmune disorders, eating disorders, PMS, menopause, prostate problems, etc.

### ***Daily Dose I***

This course prepares the wholistic health practitioner to guide clients through safe, effective adjunct therapies including cleanses and detoxification, and to integrate the appropriate use of simple remedies, vitamins, minerals, and supplements into their practice. The class covers various vitamins and minerals from a Western perspective, as well as an Eastern (energetic) perspective when possible. Uses, sources, safety, cofactors, synergists and contraindications are covered in detail.

### ***Daily Dose II***

This course continues to prepare the wholistic nutrition practitioner to integrate the common and effective herbs, supplements and amino acids into their practice. Selected herbs and supplements are covered in depth, including their safety, scientific evidence, and any possible interactions or contraindications.

### ***Business Success and Ethics***

This course covers how to establish professional career goals including: career strategies, financial planning, start-up costs, marketing, networking, building and maintaining clientele, bookkeeping, expenses, fees, legal and political issues, strategic planning for changes within a practice, office space options, professional associations, insurance, taxes, charting, record keeping, and HIPPA policies. The ethical considerations in building and maintaining a successful nutritional counseling practice are reviewed in depth.

### ***Clinical Application I, II & III***

The three clinic weekend sessions give students the opportunity to apply the information and principles learned in the Wholistic Nutrition Program. In clinic the students observe, meet directly with clients, and receive feedback from both peers and teachers on their ability to establish rapport, elicit relevant information, develop appropriate treatment plans, and provide effective recommendations.





## **ADDITIONAL WNP PROGRAM REQUIREMENTS - DETAILS**

### **BOOKS**

Students are expected to come to class prepared with books. Students enrolling in the Wholistic Nutrition Program can request a list of required texts at the school office or visit the website at [www.thewellspring.org](http://www.thewellspring.org). Most books can be purchased online or at bookstores including Amazon.com, Powells.com, Redwingbooks.com, etc. Difficult to acquire texts may be ordered through the school. Some books are available for reference only as part of the permanent school library collection.

### **EMAIL ACCESS**

Students will receive reading assignments, class outlines, handouts, projects and ongoing communication from both instructors and the school office via email. Students are expected to check email regularly as part of their program requirements. Some instructors may also set up chat groups or conference calls with their students.

### **FOOD PREPARATION**

Nutrition plays a vital role in health and the recovery from illness. Food preparation allows students to integrate the principles of Wholistic Nutrition into their own lives and practices. Students will be notified well in advance when they are required to prepare food throughout the program.

### **STUDENT MEMBERSHIP WITH THE NANP**

Students are strongly encouraged to become student members of the National Association of Nutrition Professionals ([www.nanp.org](http://www.nanp.org)).

### **COMMUNITY SERVICE**

Students are required to complete a minimum of 6 hours of community service. Community service can be done individually or in teams of 4 or less. It is the student's responsibility to seek or create community service projects. Past opportunities have included food preparation and education for specific groups, community presentations, health fair booths, etc. Students must submit all proposals for community service to The Wellspring School for approval prior to providing the service.

### **COMMUNITY EVENTS**

Students will participate in two separate Wellspring School sponsored community events during the course of the Wholistic Nutrition program. The goal of the events is to provide students with an opportunity to engage the broader public on the benefits of wholistic nutrition. The events will include food preparation, menu planning, recipe development (including both Western nutritional values and Chinese energetics), and specific nutrition-related educational presentations.

*Requisite forms and detailed information on additional requirements will be provided to students by the third class.*





## WHOLISTIC NUTRITION PROGRAM CORE CURRICULUM BREAK-OUT (HOURS/\$'S), ADDITIONAL REQUIREMENTS & FEES

<i>Introduction to Chinese Medicine</i>	15 Hrs	\$285
<i>Western Anatomy &amp; Physiology</i>	15 Hrs	\$285
<i>Western Nutrition I</i>	15 Hrs	\$285
<i>Western Nutrition II</i>	15 Hrs	\$285
<i>Wholistic Nutrition I*</i>	16 Hrs	\$325
<i>Wholistic Nutrition II*</i>	16 Hrs	\$325
<i>Whole Foods Cooking I*</i>	16 Hrs	\$325
<i>Chinese Diagnosis</i>	16 Hrs	\$285
<i>Food in the Treatment of Disharmony</i>	16 Hrs	\$285
<i>Daily Dose I</i>	16 Hrs	\$285
<i>Eat to Live I</i>	16 Hrs	\$285
<i>Whole Foods Cooking II*</i>	16 Hrs	\$325
<i>Eat To Live II</i>	16 Hrs	\$285
<i>Daily Dose II</i>	16 Hrs	\$285
<i>Business Success &amp; Ethics</i>	16 Hrs	\$285
<i>Clinical Applications I</i>	15 Hrs	\$285
<i>Clinical Applications II</i>	15 Hrs	\$285
<i>Clinical Applications III</i>	14 Hrs	\$285
<b>TOTALS</b>	<b>280 Hrs</b>	<b>\$5,290</b>

\* Additional \$40 fees for these 4 classes to cover the cost of food and lunches provided as part of the class.

### Additional Program Requirements Break-out (Hours/\$)

<i>Community Service (no charge)</i>	6 Hrs	\$ 0
<i>Food Preparation (2 class meals during program)</i>	6 Hrs	\$ 60**
<i>Community Events (2 food preparation requirements)</i>	12 Hrs	\$ 60**
<b>TOTAL</b>	<b>24 Hrs</b>	<b>\$ 120</b>

### Additional Program Administrative Fees Required

Application Fee	\$ 25
New Student Registration Fee	\$100
<b>TOTAL</b>	<b>\$125</b>

### Additional Program Related Fees (Non- administrative)

Books	\$ 450**
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### Total Hours & Program Costs

<b>Total Program Hours</b>	<b>304</b>
<b>Total Program Tuition/Fees</b> (includes core curriculum tuition, additional program requirements & related fees, and program administration fees required for enrollment and graduation from the Wholistic Nutrition Program.)	<b>\$5,985</b>

\*\*Prices are estimated and subject to change depending on class size, food selections, etc. In the case of books, prices vary depending on the source of purchase.





**WHOLISTIC NUTRITION PROGRAM CORE CURRICULUM BREAK-OUT  
(HOURS/\$'S), ADDITIONAL REQUIREMENTS & FEES - *continued***

**Additional Fees (Administrative)**

Official Transcript Copy or CEU Completion Certificate		\$ 5
Refinance Charge		\$ 25
Late Tuition Fee/		\$ 25
Returned Check/Insufficient Funds Charge		\$ 25
Student ID		\$ 5
Copies (each)	one sided	\$0.10
	double-sided	\$0.15
Tutoring		\$ 30/hr*

\*Varies based on individual tutor rates.

**Returned Books, Supplies & Services:** Books and supplies are purchased directly by students from resources independent from the school. The school does not accept returned books or supplies and does not prorate user fees.



*“The Wellspring School Wholistic Nutrition Program gave me the confidence to turn my passion into a career!”*

**Ava Whitlock, CHN, WNP1 Boise 2009**





## FACULTY & STAFF

### THE DIRECTORS

**Rylen Feeney, BA, LMT(#14733), Dipl. ABT & CH (NCCAOM)  
Asian Bodywork Therapist & Chinese Herbalist  
AOBTA Certified Instructor  
Director of Education  
School Founder & Co-owner**



Rylen is a dedicated scholar of the study and wisdom of Wholistic Healthcare and Chinese Medicine. She has been a therapist and instructor since 1990. Rylen graduated from San Francisco State University, Cum Laude, with a BA in Psychology. She then continued her education at the New York College for Wholistic Health Education and Research & The Clayton School of Natural Healing where she studied wholistic health, European and Amma Bodywork Therapy, herbs and nutrition. A lifetime student, Rylen most recently completed studies in the inner traditions of Chinese Medicine with Lonny Jarrett. Rylen has been on various boards for Complementary Health, including serving as past Director of Education for the AOBTA (American Organization for Bodywork Therapies of Asia) and has been an active voice in the community for health and wellness. Rylen brought the Amma program to Idaho in 1992 and most recently started teaching in Portland, Oregon, where she moved in 2007. She is a passionate instructor who is committed to The Wellspring School's continued excellence. Rylen teaches many of the Eastern based courses offered in the Wholistic Nutrition Program.



**RACHAEL MYLES  
BA, MA, Certified Amma Therapist,  
Certified Holistic Nutritionist  
Co-owner, Director of Operations & Student Affairs**

Rachael is also a lifetime student dedicated to the pursuit of knowledge and believes continuous learning is paramount to keeping an open mind and a fresh perspective. Her professional experience includes extensive time spent at the corporate level in the areas of management, marketing and communications, predominantly in the high tech sector. Rachael moved to Boise, Idaho in 2005, and discovered The Wellspring School for Healing Arts where she completed both the Amma and Wholistic Nutrition programs. Rachael is passionate about nutrition and conscious living as the requisite underpinnings of a healthy lifestyle. She is very excited to apply her business experience and partner with Rylen to continue to promote The Wellspring School as an educational resource to an even broader community base.





## FACULTY & STAFF – Wholistic Nutrition Program



### **JESSIE HENSLEY, M.S.N., R.D.**

Jessie is dedicated to helping others by exposing them to holistic health knowledge. Originally from Maryland, Jessie attended Virginia Tech for her undergraduate degree. She earned her Masters of Science in Nutrition at Bastyr University, a natural health sciences institution grounded in scientific research. Following graduation, she interned at hospitals and became a Registered Dietitian. Currently, Jessie consults with nutrition clients, writes nutrition-related articles, and teaches health topics for Art Institute of Seattle, University of Phoenix, and the YMCA. Jessie has lived and worked in Japan and Ghana, and has travelled throughout Europe, Southeast Asia and much of the U.S. She is also certified in teaching English to speakers of other languages (TESOL). In years past, Jessie has worked as a writer, desktop publisher, website designer and construction worker.

### **JENNIE KING, LAc, MAcOM, LMT (#7221)**

Jennie received her Master's degree from the Oregon College of Oriental Medicine. Her curriculum included acupuncture, Chinese herbology, zen shiatsu, qigong and 700 clinical hours of internship. She is also certified to teach 1,000 Hand Buddha Qigong and Eight Treasures through the Ling Gui School of Qigong. After graduation, Jennie spent time in Nepal as a volunteer for the non-profit Acupuncture Relief Project (ARP). Currently, Jennie works in two locations in Portland, Oregon. She has a general private acupuncture and Chinese medicine practice on Hawthorne Blvd. She also specializes in women's health and fertility at Blossom Clinic on Freemont Ave. In addition to her Chinese medical degree, Jennie has ten years of massage experience. Before her journey into the world of health and healing Jennie received her bachelor's degree in Women's Studies from The Ohio State University. She is committed to being a lifelong student and continues her studies through a variety of classroom and work settings, as well as her yoga, and qi gong practices.



### **BARI MANDELBAUM, CHN, NC**

Holistic health is Bari's passion. She believes that wellness comes from knowing our own worth, and treating ourselves with the love and care we would treat anything or anyone we love and want to see prosper. Bari is a Board Certified Holistic Nutritionist, Holistic Health Provider, Herbalist, and Somatics Coach. She has been the staff Clinical Nutritionist and Wellness Consultant at Wellness Revolution Health Center in Santa Clara, California since 2005. Her areas of expertise include individual and group interventions for blood sugar dysregulation, Polycystic Ovarian Syndrome, hormone imbalance, low libido, digestive disorders, and autoimmune disorders.





## **FACULTY & STAFF - *continued***

### ***Bari Mandelbaum - continued***

Bari received her Bachelor's degree with Honors from Stanford University and her four levels of nutrition credentials—Nutrition Consultant, Nutrition Educator, Diet Counselor, and Nutrition Instructor—from Bauman College. She is past Vice President of the CA chapter of the National Association of Nutrition Professionals, and a former Bauman College instructor. She is Board Certified in Holistic Nutrition through the Holistic Nutrition Credentialing Board, and registered with the National Association of Nutrition Professionals (NANP). Bari is trained in Dr. John Brimhall, DC's Six Steps to Wellness, Staci Haines' Generative Somatics method, has studied guided imagery with Martin Rossman, MD and herbal medicine through the American School of Herbalism. She is a certified FirstLine Therapy™ Provider and trained in Contact Reflex Analysis, meditation, natural pain management, and Meridian Stress Assessment. Bari has been working in the field of holistic health and wellness since 2001.

### ***TRESSA YELLIG, Executive Chef***

Tressa Yellig is the executive chef and owner of Salt, Fire & Time, a community supported kitchen in Portland, OR. She is a graduate of the Natural Gourmet Institute for Health and Culinary Arts in New York. She specializes in a variety of health supportive cooking styles such as vegan, macrobiotic and Ayurveda, but mostly advocates the Weston A. Price Foundation's nutritional philosophy of traditional fats, sprouted grains, pastured meats, raw dairy and fermented foods. In addition, she has experience managing farmer's markets, working with a variety of artisan food producers, in restaurants, consulting, business management and organizations promoting urban food sustainability, local food economies and seasonality. She has a special affinity for traditional food preparations and loves teaching them as well as introducing people to the nostalgic simplicity of whole foods.



*All school policies pertaining to school employees and faculty will be enforced in situations where instructional staff or other school personnel have been found to have engaged in discriminatory behavior per ORS345.240.*





## SCHOOL FACILITIES & ENVIRONMENT

### **SCHOOL FACILITY**

The Wellspring School in Portland is located in the Inner SE neighborhood of Buckman and shares its borders with the Willamette River, Kerns, Sunnyside, and Hosford-Abernathy neighborhoods. The school is within walking distance of shops and restaurants. Minutes from downtown the school can be easily accessed via bus, bicycle and walking traffic. Class space includes access to a small kitchen area, reference library and storage. The school also shares space with Pearl Phoenix Health, a holistic healthcare practice offering services in Amma Therapy, Wholistic Nutrition, Chinese Medicine and herbs.



All classes other than cooking will be held at the Portland location. The two weekend cooking classes in the program will be held at Abby's Table located at 609 SE Ankeny Street, Portland, OR, 97214. Abby's Table is a commercial kitchen specializing in cooking classes, community dinners and also produces a line of gluten free, casein free, soy free, dairy free sauces.

### **ABOUT PORTLAND**

With a population of about 2.2 million, Portland is the 28th largest metropolitan area in the country, the fourth largest city on the West Coast, and the largest city in the state. Portland is an ethnically rich and diverse city that boasts more restaurants and movie theaters per capita than any other U.S. city. In less than 90 minutes travel east, you can enjoy the scenery of Mt. Hood and the Columbia Gorge. 90 minutes to the west you'll find miles of beaches.

Potential students considering moving to Portland may visit the Chamber of Commerce online at [www.portlandtx.org/Pages/default.aspx](http://www.portlandtx.org/Pages/default.aspx)

### **STUDENT LIFE**

The Wellspring's program is different from any other school in the United States. Students are enrolled in an apprenticeship-style training that requires their commitment to personal growth, study of wholistic healthcare, Chinese medicine and nutrition. Students also make a commitment to their individual groups, providing support to each other and encouraging growth. The Wellspring School works hard to maintain a supportive environment and guidance to enrich each individual's life with respect for their goals and beliefs.





## STUDENT SERVICES

### ***NEW STUDENT ORIENTATION***

Students are invited to visit the school prior to the first weekend of class to receive a brief tour of our facility. As part of the Wholistic Nutrition Program enrollment process, all students must interview with the Director of Student Affairs to ensure they are current on all program information and details.

### ***TIMELINES & CLASS SCHEDULES***

The 280 core curriculum class hours for the Wholistic Nutrition program are encompassed in 18 classes, scheduled to meet one weekend a month over 18-22 months. The program typically takes 20 months to complete. Due to holidays, breaks and instructor schedules some groups may extend one or two calendar months. Typically two breaks are given throughout the program course. Breaks are represented as a month off between classes.

Please see page \_\_\_\_ of this handbook for the current program schedule.

Additional program hour requirements (observations, private lessons, community service, treatments, etc.) are to be scheduled and completed independently by each student.

### ***OFFICE HOURS***

Office hours are posted at the beginning of each program and students are welcome to drop in or call the office during these hours to address any administrative or academic concerns with the Director of Student Affairs. As many instructors (and students) are not based in Portland, instructors individually provide students with contact information as part of their respective class outlines. Students may contact individual instructors independently.

### ***LEGAL HOLIDAYS***

The school will be closed New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day.

### ***LIBRARY USAGE***

The Wellspring School for Healing Arts maintains a reference library at its Portland location. Students are encouraged to use The Wellspring School's library for reading any time the office is open. The school's library is a reference library only; you are welcome to read the materials on the premises, but we do not loan materials. The Wellspring School also has available a catalogue of all books housed in the reference library. Contact the school office with any questions pertaining to books or the library.

### ***KITCHEN SPACE AND USAGE***

The Wellspring School Portland site has a small kitchen space with sink, toaster oven, and an electric hot pot that students can use during class weekends. Students are responsible for keeping the kitchen space clean, which includes taking out any food items that are discarded.

### ***PHOTOCOPIES***

Use of the office copier is available to Portland students. There is a \$0.10 charge for single-sided b&w copies and a \$0.15 charge for double-sided copies, which can be paid directly to the school office.





## **STUDENT SERVICES – *continued***

### **BOOKS**

Students are expected to come to class prepared with books. Students enrolling in the Amma Program can request a list from the school office or view the required texts via the website at [www.thewellspring.org](http://www.thewellspring.org). Most books can be purchased online or at bookstores including Amazon.com, Powells.com, Redwingbooks.com, etc. Difficult to acquire texts may be ordered through the school. Some books are available for reference only as part of the permanent school library collection.

### **EMAIL ACCESS**

Students will receive reading assignments, class outlines, handouts, projects and ongoing communication from both instructors and the school office via email. Students are expected to check email regularly as part of their program requirements. Some instructors may also set up chat groups or conference calls with their students, as several are not based in the Portland area.

### **STUDENT IDENTIFICATION CARD**

Students are provided with a photo id card that can be used for applicable student discounts. An additional \$5 fee will be charged for replacements.

### **GRADUATION**

The Wellspring holds graduation ceremonies at the completion of each program. Graduation features a keynote speaker, often a former graduate with a successful career, and presentations by current graduates and instructors. Graduates are invited to celebrate this occasion by inviting friends and family.

### **ALUMNI SERVICES**

The Wellspring cannot guarantee graduates employment. However, regular newsletters inform alumni of upcoming events, possible job opportunities and continuing education. The school does not otherwise provide career counseling services.



### **RECORDING OF CLASSES**

Because we understand there may be classes students will miss, the school will record each weekend's class and have CDs available for students to check out. CDs will be available approximately 7 to 10 days after class, can be checked out for up to 10 days, and **may not be copied**. Priority for checkout will be given to students who missed class; after that any interested students may check out the CDs under conditions listed above. Students may make their own audio recordings of classes, but digital and/or video recordings are not allowed at this time.





## ACADEMIC POLICY & PROCEDURE

### **CLOCK HOURS & BREAKS**

The Wellspring School identifies a “clock hour” as 50 minutes of class time and 10 minutes of break time. Weekend class formats, specific to the Wholistic Nutrition program, typically include a one hour lunch break each day of class (Saturday & Sunday) in addition to breaks. Typically, lunch hours are not included in the overall clock hours of the program. However, in some cases lunch preparation may be included as part of the class time (cooking class) or when lunches are brought in as part of the program experience (Wholistic Nutrition I & II, Additional Requirements – Food Prep). Class instructors determine the distribution of breaks. As a whole, students can expect to spend 15-16 class hours as defined above per each of the 18 weekends included in the program (*280 hours total classroom clock hours. See page 11 for total program hour break-out.*)

### **ATTENDANCE**

Students in the Wholistic Nutrition Program must receive a total of 75% or greater for overall class attendance. Please refer to the student handbook section on “Attendance & Grading” policies for specifics on point assignment for attendance. Students may miss classes 1-15 and still get credit for the assignments if they submit them in accordance with the timeline provided by the instructor. Students who miss class are invited to check out audio recordings of class available in the school office, and are welcome to attend the class when it is next offered at any Wellspring School location. Students are required to attend student clinic classes (#16-18) as these cannot be captured via class recordings nor made up. Students missing these clinic classes will have to make up the class the next time it is offered in order to be eligible for certification. Students missing more than 25% of classes overall will be required to make up classes the next time they are offered to bring the attendance grade up to passing in order to be eligible for program certification. *Because of the nature of the program, there is no differentiation between excused or unexcused absences.*

### **TARDINESS**

A student is considered tardy if they are more than 15 minutes late for a class. Tardiness is captured as the reduction of one point from the class attendance points total. Please refer to the corresponding “Attendance & Grading” section of the handbook for detailed information on points and grading.

### **STUDENT PROGRESS**

Students are given individual progress reports at the end of the 6<sup>th</sup>, 11<sup>th</sup> and 15<sup>th</sup> classes apprising them of their standing with regards to both attendance and assignments received to date. Progress reports are provided via email. In the event a student’s progress shows them as falling below 75% in either attendance or assignments at the time of the report, a written performance follow-up plan may be required. In this case, the Director of Student Affairs will provide a series of recommendations and corresponding deadlines for the student to meet. Both student and Director of Student Affairs sign off on any performance follow-up plans.

### **CLASS CANCELLATION**

The Wellspring may cancel classes because of instructor illness or a holiday conflict. Missed classes will be rescheduled either within the same month of the proceeding 2-3 classes or during a designated break month. Students will be notified of any such changes in as timely a manner as possible.





## **ACADEMIC POLICY & PROCEDURE - *continued***

### **LEAVE OF ABSENCES AND RE-ADMISSION POLICY**

Should a student wish to request a leave of absence, they must request a leave of absence form from the school office, sign, date and return the completed form to Director of Student Affairs. A leave of absence may be granted for no more than a one-year period. After one-year, the student will be dropped from active status. After a two-year period, students must apply for re-admission and will be entitled to credits previously earned based upon their transcript status prior to their leave of absence.

The program must be completed within three years of matriculation. If requirements are not met within this time, students must undergo an evaluation of skills and knowledge, after which they will be required to retake courses as deemed necessary by the director before being eligible for certification.

Any student who, for whatever reason, changes their schedule of study, thereby affecting the length or cost of their program as indicated in the paragraph above, must meet with the Director of Admissions to restructure their schedule of study and/or fees.

### **PUBLIC CLASSES**

All non-clinic classes in the Wholistic Nutrition Program are open to public participants and as continuing education opportunities for existing practitioners. Public participants are allowed, space permitting.

### **STUDENT TEACHER RATIO**

A typical maximum student-teacher ratio is 25:1. The minimum student attendance requirement for the Wholistic Nutrition program is typically 15.

### **GRADUATION REQUIREMENTS**

Students enrolled at The Wellspring receive a certificate after they pass all the courses in the program, complete all other additional program requirements and complete all financial obligations with the school.



### **CERTIFICATION**

Certification and diploma are granted only after all class requirements are met and the tuition is paid in full. Upon completion of this program, students are certified to provide nutritional counseling as a Certified Holistic Nutritionist (CHN). There is no additional state licensing requirements at present in the state of Oregon. Graduates of The Wellspring Wholistic Nutrition Program are eligible to sit for Board Examination by the Holistic Nutrition Credentialing Board (HNCB), a division of the National Association for Nutrition Professionals (NANP). They also qualify for the certification exam offered by the American Association of Nutritional Consultants (AANC). For more information on specific eligibility requirements for examination certification, please see [www.holisticnutritionboard.org](http://www.holisticnutritionboard.org) and [www.aanc.net](http://www.aanc.net). The Wellspring School is licensed and bonded by the Oregon Department of Education.





## **ACADEMIC POLICY & PROCEDURE - *continued***

### **ATTENDANCE & GRADING POLICY - POINT SYSTEM**

Grading for the program is based on a point system that is applied to attendance, additional requirements and individual class assignments. Students must have an equivalency of 75% or above (*based on points received divided by total points possible*) separately in both the attendance and for assignments to be considered for certification. Please see below for the breakdown:

#### **ATTENDANCE**

*Point system for attendance (54 points total):*

- 3 Present whole weekend
- 2 Tardy &/or missed 4 or fewer hours\*
- 1 Missed 1/2 the hours
- 0 Absent

*\*A student is considered tardy if not in attendance within first 15 minutes of class.*

**Attendance at Clinic I, II & III is MANDATORY to be considered for certification.**

#### **CLASS ASSIGNMENTS**

Homework is assigned for each of the 18 classes and students typically have 3-4 weeks to complete each assignment prior to the beginning of their next class. In some cases an instructor may assign a different deadline as well as a pre-assignment. In order to be considered for certification ALL ASSIGNMENTS MUST BE COMPLETED.

*Point system for class assignments (5 points possible for each assignment)*

<u>Points</u>	<u>Quality of work</u>	<u>Timeliness</u>
5	Exceptional	On time
4	Good content	2 weeks late or less
3	Below capability	4 weeks late or less
2	Below average	6 weeks late or less
1	Substandard, little or no effort	6 weeks late or more

*For any examinations, grading is based on a traditional % based scale (e.g. 100 points/% total possible) then converted into points based on the below.*

<u>Points</u>	<u>% Range</u>
5	90-100%
4	80-89%
3	70-79%
2	60-69%
1	50-59%





## **ACADEMIC POLICY & PROCEDURE - *continued***

### **ATENDANCE & GRADING POLICY - POINT SYSTEM - *continued***

#### **ADDITIONAL REQUIREMENTS**

Food preparation, event participation and community service are all mandatory requirements. Students must complete all of these to be considered for certification.

Points are assigned based on the following:

*Point system for (2) food preparation assignments (8 points total)*

- 2 Prepared and brought food
- 2 Typed recipe with TCM energetics & Western nutritional values

*Point system for (2) community events (20 points total)*

- 10 Event attendance\*
- 1 Participation & interaction based on evaluation from classmates and instructors

*Point system for community service (10 points total)*

- 6 Actual hours served
- 4 Write-up and presentation to class

#### **EVALUATION PROCESS**

Grades for each class assignment will be returned to the student within 3 weeks from time of submission. Students in the Wholistic Nutrition program will be given 3 student progress reports (after class #6, class #12, class #17). Student progress reports include a review of all other additional requirements in addition to standing in attendance and assignments.

#### **COURSE FAILURE & RETAKING COURSES**

Eligibility for certification is based on completion of the program in its entirety with overall attendance and assignment grades not falling below 75% collectively for each area. If a student falls below 75% in either category, they will be expected to make up class(es) and/or assignment(s) that have been missed in order to bring their overall grades above 75%.

If a student misses a class, they may check out the CD's to listen to the class and while they get no credit for attendance, they can still turn in the assignment and get full credit. If they want to re-take the class when it's next offered, they may do so and be eligible to receive full attendance credit. In this instance, students will be expected to pay a 50% re-take fee for the class.

Turning in assignments for each class is mandatory in order to be considered for certification. Late assignments will be given a standard point deduction as outlined on page 21 of this handbook.





## **STUDENT CONDUCT & PROFESSIONAL BEHAVIOR POLICIES**

### ***PROFESSIONAL CONDUCT***

The Wellspring is a professional school. Students, faculty and staff are expected to maintain high standards of professional behavior as defined in this handbook. The Wellspring School recognizes that students are individuals and need to be held to their highest accountability. The continued enrollment of any student is dependent upon attendance at least 75% of program classes, ethical conduct and achievement of passing grades (75% or more). Any student who fails to adhere to these standards is subject to disciplinary action as defined in the “Academic Probation & Termination” section of this student handbook.

### ***RESPECT***

All students, faculty, and staff are expected to respect individual differences and beliefs. Verbal and/or physical abuse by students, faculty or staff will not be tolerated.

### ***CONFIDENTIALITY***

Personal information shared or revealed by students or instructors in any Wellspring class, clinic or meeting is confidential.

### ***DRUGS, ALCOHOL, WEAPONS***

No student, staff or faculty member may be present on school grounds or participate in out-of-class assignments under the influence of illegal drugs or alcohol. Possession of weapons, illegal drugs and/or alcohol on school grounds is not permitted. Smoking is not permitted on school grounds.

### ***HONESTY***

Theft, giving false information on college forms, plagiarism, cheating or any other form of dishonesty is not tolerated.

### ***CLASS DISRUPTION***

Students should refrain from engaging in disruptive activities in class. This includes talking or making other noises during presentations by the instructor or other students, sleeping in class, making inappropriate comments and/or any other behavior the instructor deems disruptive.

### ***ACCOUNTABILITY***

Due to the small nature of our groups and classes, students are requested to call the school in the event of an absence. Students are also expected to be accountable on a personal level. The Wellspring School program challenges the student to perform to their highest: staff has the right to point out and ask that a student “step up,” if it is apparent that the student is not putting forth reasonable effort. Students are asked to maintain a beginner’s mind and willingness to learn throughout the time they spend at The Wellspring.

### ***PROFESSIONAL DRESS CODE***

Students are asked to wear clean, neat clothing when attending classes at The Wellspring School or representing the school off campus. Students may wear casual and or loose fitting clothing that allows for movement. However, cleanliness will not be sacrificed for comfort. Students are required to dress in a professional and appropriate manner during clinic classes. No shorts, mini skirts, tank tops, flip-flops, or bare feet allowed in clinic classes.





## **STUDENT CONDUCT & PROFESSIONAL BEHAVIOR POLICIES – cont'd**

### **FRAGRANCES**

In general, should be avoided due to possible student, staff or client sensitivities.

### **SALE OR ENDORSEMENT OF PRODUCTS**

No student, staff or faculty member may sell, promote, or endorse any product or service while on school property or at an off campus school event, including via e-mail to other students or clinic clients.

### **CONFLICT RESOLUTION & STUDENT GRIEVANCE PROCESS**

The Wellspring School does not tolerate triangulation of any sort. Confidentiality does not apply between the school administration, students, and instructors if topic is one of school business or policy. The Wellspring encourages students, instructors, and staff members to manage conflicts by meeting individually with the involved person(s) in a spirit of cooperation to try to resolve any issues.

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact the Oregon Department of Education, Private Schools and Specialized Programs, Mailing Address: 255 Capitol Street NE, Salem, OR 97310 or by call [\(503\) 947-5751](tel:5039475751).

### **STUDENT GRIEVANCE PROCEDURE**

Students should attempt to resolve grievances in the following manner:

1. Meet with the course instructor to discuss the problem.
2. If not resolved, students may submit in writing their complaint to the Director of Operations & Student Affairs. All written requests will be responded to within (30) days.
3. The decision of the Director of Operations & Student Affairs shall be final, unless the complaint is a violation of state or federal law or administrative rule.
4. In the event the school's appeal process fails, the student may file a complaint directly with the Oregon Department of Education, Private Schools and Specialized Programs, Mailing Address: 255 Capitol Street NE, Salem, OR 97310 or by call [\(503\) 947-5751](tel:5039475751).

### **ACADEMIC PROBATION & TERMINATION POLICY**

A student may be placed on probation or dismissed for any breach of policy, ethics, code of conduct or attendance or academic performance as outlined in the "Student Conduct & Professional Behavior Policies" of this handbook. Academic probation and/or termination may occur with any single occurrence or with an accumulation of unrelated occurrences.

Any one of the following, as a first time offense, is sufficient cause for probation: falling below 75% overall attendance, falling below 75% assignments, ongoing neglect of work and class requirements, failure to comply with established procedures and policy, failure to meet financial agreements or unprofessional conduct (this would include behaviors that undermine the spirit of learning such as gossip, triangulation, lack of respect, and chronic or continual complaining and fault finding).

Any one of the above as a repeat offense or any of the following as a stand-alone offense, are sufficient cause for dismissal: practicing for pay before graduation of the program, continued failure to meet financial agreements, or misrepresentation by providing false information or falsified documents to The Wellspring School.





## **STUDENT CONDUCT & PROFESSIONAL BEHAVIOR POLICIES – *cont'd***

A student whose conduct or academic performance has come into question in the classroom and/or engaged in Wellspring School activities will be handled in the following manner:

- The Director of Student Affairs will call a meeting with instructors to address concerns, assess the degree of infraction(s), receive advice before meeting with student.
- The Director of Student Affairs will meet with student to address all concerns and how to resolve the situation.
- In all cases, a written action plan will be provided as a direct result of this meeting.
- The written plan will provide a summary of the infraction, proposed action plan with corresponding dates and deadlines where appropriate, and date and signatures of student, Director of Student Affairs and instructor(s) if applicable.
- An academic probation plan may include:
  - Making up classes &/or assignments separately.
  - Completing additional assignments.

For the Wholistic Nutrition program academic probation will extend for the specific period as outlined in their written action plan, typically 3-6 months. For conduct-based infractions, students will be given 3 months to comply with their written action plans. Students will be considered reinstated to good standing once the terms and conditions of their written action plans have been completed and signed off by Director of Student Affairs as well as the student.

Because of the nature of the program and sequencing of classes, suspension is not one included as a disciplinary course of action. Any student who fails to meet the terms of academic probation in the prescribed time and/or further violates the policies as stated in this handbook is subject to immediate dismissal.

Students that have been dismissed from the program are not invited to apply again to any future program without written dispensation from the School Director of Student Affairs. The latter may occur only in cases when the dismissal was performance based, e.g. a student failed classes and didn't meet the terms of an academic probation. Students dismissed from the program for performance based reasons may re-apply after a two-year period after first meeting with the Director of Student Affairs. Students dismissed for any other reason are ineligible to re-apply to program admission.

Written documentation of all incidents and any corresponding plans or agreements will be filed with the student's records. All financial (including refund) policies apply to students in any of these circumstances. Every student has the right to request a meeting with the Director of Student Affairs to petition action.

### ***PRIVACY ACT & STUDENT RECORDS***

Students have the right to inspect and review their educational records. Educational records are defined as any files, documents or other materials maintained by The Wellspring which contains information directly related to the student. These include but are not limited to records of attendance, tests, papers and educational performance.





## **STUDENT CONDUCT & PROFESSIONAL BEHAVIOR POLICIES – cont'd**

All records including educational records, those made by an instructor, director, administrative person or records made by a physician, psychiatrist, psychologist or other recognized professional in connection with treatment of the student are considered confidential between The Wellspring personnel and the student. These are not available to anyone other than the providers and/or the student.

If there are any discrepancies regarding the accuracy of the contents of his/her educational records, the student must provide a written statement of the inaccuracy. Statement must include specific evidence to disprove records. This statement must be sent in a traceable form such as email or certified mail. The Wellspring will investigate the situation and make a decision.

The Wellspring reserves the right to release a student's educational records under the following conditions.

1. With the student's written, signed and dated consent
2. To state or local authorities
3. When necessary to protect the health or safety of the student and/or others
4. In compliance with judicial rider or a lawfully issued subpoena.

The Wellspring retains documentation of all individuals requesting and receiving access to the records. The Wellspring will maintain student files for a period of seven years after which only transcripts will be retained.

Students may request to view files during Wellspring School business hours or set up an appointment with the Director of Admissions. Students may request copies of their files including admissions records but excluding tests and exams. Charges are incurred for all copies, and a processing fee is charged when duplicates are provided for transfer.

*The Wellspring reserves the right to withhold academic transcripts and certificate of completion until all fees and charges have been paid in full. The Wellspring maintains the highest standards in regards to student privacy. The Wellspring does not sell, trade, loan or distribute any student or contact information to third parties unless required by law. Student transcripts maintained for 25 years in accordance with the Oregon Department of Education.*

### **CANCELLATION POLICY**

The Wellspring reserves the right to change policy, tuition and fees, including cancellation of the Amma Program. Prior to start date, The Wellspring may cancel or delay any scheduled program due to insufficient registration in that course. In the case of a mid-program cancellation all active students will receive a written teach out plan in order to complete the Amma Program. All registered students will receive prior written notice of at least ten days.

*The Wellspring reserves the right to amend, add to or repeal any of the rules, regulations or policies at any time without notice.*





## ADMISSIONS

### **ADMISSIONS PROCEDURE**

To apply for admission to The Wellspring School for Healing Arts, you must be at least eighteen years old, possess a high school diploma from an accredited high school or its equivalent, such as a G.E.D, and have no felony convictions.

**All students who wish to be eligible for certification from The Wellspring School Wholistic Nutrition Program must enroll at the program level!**

#### **Procedure:**

- 1. Submit your application with application fee.** You will find all necessary application forms at the back of this student handbook. All parts of the application must be filled out completely. A non-refundable application fee of \$25 is required to process the application. **(No application fee required for WNP PDX1.)** Applications remain active for 18 months after the date of submission.
- 2. Provide required documentation.** You must provide:
  - School transcripts from high school, college or university or their equivalent. These must be official transcripts or documents sent directly to The Wellspring. No minimum grade point average required for consideration.
  - Two letters of recommendation sent directly to the school.
  - A letter of intent and/or motivation for embarking on this course of study (included in application form).
  - Disability documentation (if applicable). Exceptions must be approved by the Director of Education.
- 3. Meet with Admissions Director.** All applicants must schedule a telephone or in person interview with the Admissions Director. This gives you and the school a chance to go over any questions or concerns in person and allows the Admissions Director to certify and verify that you are a good candidate for your chosen program.

### **ACCEPTANCE**

All applicants completing steps #1-3 above will be considered for the program. Non-acceptance may be based on lack of positive recommendations, poor interview feedback, and/or the lack of alignment between the goals of the candidate and the the school/program. In case of non-acceptance, applicants may re-apply to the program the next time it is offered. If denied a second time, the applicant may not re-apply.

Notification of acceptance will be mailed or communicated within 30 days of receipt of the completed application. The accepted applicant must then complete any and all outstanding application materials and submit the new student registration fee of ~~\$400~~ **\$75** prior to the week before classes begin. Student must also finalize payment arrangements and sign an Enrollment Agreement prior to beginning classes.





## **ADMISSIONS - *continued***

### **NON-DISCRIMINATION CLAUSE**

The Wellspring School provides equal opportunity for education and does not discriminate on the basis of applicant's or student's race, color, national or ethnic origin, sexual orientation, gender, religion, marital status, disability, political affiliation, belief, or age. All student information will be held in strict confidence.

*Any person unlawfully discriminated against, as described in ORS345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries.*

### **NON-CERTIFICATE SEEKING STUDENTS**

Classes will be available to non-certificate seeking students on a first come-first serve basis, space permitting.

### **TRANSFER OF CREDITS**

Students who have completed the Amma Therapy Program at The Wellspring School and wish to enroll in the Wholistic Nutrition Program do not have to re-take the following classes: Intro to Traditional Chinese Medicine (TCM), Chinese Diagnosis, Food in the Treatment of Disharmony, Eat to Live I, and Daily Dose I. The cost of these classes will be deducted from the overall tuition owed for the program based on individual class pricing. If a student who has taken a class previously wishes to re-take the class, they may do so at a reduced fee of 50%.

Individuals with training from accredited schools in Asian Bodywork, Acupuncture, Traditional Chinese Medicine, Herbs, Nutrition or other healthcare areas may submit transcripts for review as some prior coursework may be accepted depending on area/discipline studied, e.g. nurses are not typically required to take Western Anatomy & Physiology or Acupuncturists typically don't have to take Intro to Traditional Chinese Medicine. All transcripts will be reviewed by the school Directors and in some cases, the Directors may request course outline copies as well as an interview if a specific requirement waiver has been requested.

The cost of any classes a student does not have to take will be deducted from overall tuition owed. No transfer credits will be accepted for Clinical Applications classes.

### **FEE WAIVER POLICY**

The Wellspring School does not currently maintain a fee waiver policy.

### **LICENSING REQUIREMENTS**

In the State of Oregon, there are no current licensing requirements for professional practice within the field of holistic nutrition.





## ADMISSIONS - *continued*

### **WHOLISTIC NUTRITION TUITION PAYMENT PLANS\***

Students may select from one of the following tuition payment plans. These plans do not include the application fee of \$25 (**not required for first Portland WNP group**), or new student registration fee of **\$75 for first Portland WNP group**, that must be paid in full before the start of the first class date. Balances may be paid early at no penalty.

**Plan A:** \$5,290.00 paid in full with cash, cashier's check, check, or credit card (Visa & Master Card). Please note credit card payments are processed through PayPal or Square. Students who pay in full will receive a **6% discount** if paying with cash/check or **5% discount** if paying with credit card.

**Plan B:** 2 payments of \$2,645.00

1. First payment of \$2,645.00 due the beginning of the program, by the 1<sup>st</sup> class
2. Final payment of \$2,645.00 due by the beginning of the second program half (10<sup>th</sup> class)

**Plan C:** Monthly payments paid through Tuition Banc. 1.05% interest is applied to monthly payments and pay-off times vary depending on the actual down payment amount. A minimum deposit of \$500 is required prior to the start of the first class. Monthly payments may not be less than \$200 per month.

*\*The above payment plans only pertain to the core curriculum tuition requirement. They do not include registration fees, additional program requirement fees (food prep, observations, treatments, etc.) or additional program related fees (books, massage tables, etc.) or additional administrative fees (graduation fees, student ID, etc.). For all additional fees payment is expected at time of service.*

### **PAYMENT PLAN ADDITIONAL FEES**

A \$25.00 late fee will be charged each month for outstanding payments (14- business days or more) and interest will accrue at 1.05% per month on all outstanding balances. The Wellspring School charges \$25 on any changes made to the student's Tuition Banc account once the initial plan has been approved, or if payment is denied due to insufficient funds.

Students are provided with a copy of their tuition payment plan agreement details and enrollment contract. All changes and questions regarding payment arrangements should be submitted to the Director of Operations. All payment plan changes are subject to a \$25.00 fee per instance.

### **PAYMENT PLAN PULL DATES, OPTIONS & FEES**

Payment automatic withdrawal pull dates are typically on the 5th or 19th of each month. Students may choose not to use the automatic withdrawal from Tuition Banc. Instead they may choose to pay the school directly. In the case of the latter all direct payments are due on the 5<sup>th</sup> of the month and will be charged an additional processing fee, \$5 for check, 2% for credit/debit card.

### **FINANCIAL AID & ALTERNATIVE LENDERS**

The Wellspring School does not currently offer Federal Financial Aid; however, many private organizations offer career loans or grants for individuals. These listings can be found at the local library or online at sites such as [www.istudentloans.com](http://www.istudentloans.com) or <http://www.educationfinancepartners.com>.

Some students may be eligible for assistance through organizations such as Vocational Rehabilitation and Veteran's Administration. Applicants should consult their local Veteran's Administration or Vocational Rehabilitation offices for benefit details.





## **ADMISSIONS - *continued***

### **UNPAID BALANCES**

Students are expected to keep all accounts up to date and paid in accordance to their enrollment agreement. A Diploma and Certification are only granted after all outstanding balances are paid in full. Interest in the amount of 1.05% per month will be applied to all outstanding balances. Failure to pay accounts as agreed may be cause for dismissal and will be subject to additional collection fees, attorney's fees, late fees, fines and/or interest charges on all unpaid balances.

### **CANCELLATION POLICY**

The Wellspring School for Healing Arts reserves the right to change policy, tuition and fees, including cancellation of the Wholistic Nutrition Program. Prior to the start date, The Wellspring School may cancel or delay any scheduled program due to insufficient registration in that course. In case of a mid-program cancellation, all registered students will receive written notice at least 30 days in advance of a cancellation. All active students will receive a written teach-out plan to complete the program.

### **REFUND POLICIES**

All refunds to students who cancel or withdraw shall be made within 30 days of receipt of written intent to cancel. Any student, who for whatever reason, changes their schedule of study, thereby affecting the length or cost of The Amma Bodywork Therapy Program, must meet with the School Program Director to restructure their schedule or study.

Refund schedule in accordance with the Oregon Department of Education OAR 581-045-0036:

1. If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded minus the \$25.00 application fee. ***Non-applicable for first Portland WNP.***
2. If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school will retain registration fee ***(\$75 for first Portland WNP).*** All other monies specific to the enrollment agreement will be refunded. (100% tuition)
3. If withdrawal or termination occurs **after the start of classes and before start of the 5th class** of the Wholistic Nutrition Program, the student will be refunded **50% of the total core curriculum tuition** minus the new student registration fee (\$75.00). ***For WNP PDX 1 Eat to Live I in July 2011 will be considered the 5<sup>th</sup> class.***
4. If withdrawal or termination occurs **after completion of the 9th class** within the Wholistic Nutrition Program and **before the start of the 10th class**, the student will be **refunded 25% of the total core curriculum tuition** minus the new student registration fee (\$75.00). ***For WNP PDX 1 Whole Foods Cooking in December of will be considered the 9<sup>th</sup> class.***
5. **No refund will be given after class nine.** Any student withdrawing after this point will be responsible for the complete tuition, application and registration fees, as well as any additional outstanding expenses owed to the school.

There will be a 1.05% monthly interest charge applied to outstanding amounts. All leave of absence notices must be given in writing at least two weeks prior to the time of absence. The school office provides a form for use.





## Wholistic Nutrition Program Class Calendar 2012-2013

*The first four classes listed below were offered as part of an introductory fundamentals class series open to the public in Fall 2011. Students who have taken any/all of these classes may apply them towards their enrollment as part of WNP Group 1. New students enrolling during the January/February time frame may check out CD's of each class and take them when they are next offered in Fall 2012/Winter 2013.*

October 15 <sup>th</sup> & 16 <sup>th</sup> , 2011	Western Anatomy and Physiology - <i>(Jessie Hensley, MSN, RD)</i>	9:00- 5:30pm (Sat/Sun)
November 12 & 13, 2011	Western Nutrition I - <i>(Bari Mandelbaum, CHN, CN)</i>	9:00- 5:30pm (Sat/Sun)
December 10 & 11, 2011	Western Nutrition II - <i>(Bari Mandelbaum, CHN, CN)</i>	9:00- 5:30pm (Sat/Sun)
January 21 & 22, 2012	Intro to Traditional Chinese Medicine <i>(Jennie King, LAc)</i>	9:00- 5:00pm (Sat/Sun)
February 25 & 26, 2012	Wholistic Nutrition I <i>(Rylen Feeney) - Lunch provided both days.</i>	9:00- 5:00pm (Sat/Sun)
March 17 & 18, 2012	Wholistic Nutrition II <i>(Rylen Feeney) - Lunch provided both days.</i>	9:00-5:00pm (Sat/Sun)
April 21 & 22, 2012	Whole Foods Cooking I <i>(Tressa Yellig) - Lunch provided both days.</i>	9:30-5:00pm (Sat/Sun)
May 2012	Break	No Classes
June 15, 2012	Community Event	5:30 – 8:30pm Friday
June 16 & 17, 2012	Daily Dose I: Vitamins & Minerals <i>(Jessie Hensley, MSN, RD)</i>	9:00-5:30 pm (Sat/Sun)
July 21 & 22, 2012	Eat to Live I - <i>(Rylen Feeney)</i>	9:00- 5:30pm (Sat/Sun)
August 18 & 19, 2012	Chinese Diagnosis for Wholistic Nutrition - <i>(Rylen Feeney)</i>	9:00-5:00pm (Sat/Sun)
September 15 & 16, 2012	Food in the treatment of Disharmony - <i>(Rylen Feeney)</i>	9:00-5:30pm (Sat/Sun)
October 2012	Break	No Classes
November 17 & 18, 2012	Eat to Live II - <i>(Bari Mandelbaum, CHN, CN)</i>	9:00-5:30 pm (Sat/Sun)
December 8 & 9, 2012	Whole Foods Cooking II <i>(Tressa Yellig) - Lunch provided both days.</i>	9:30-5:00pm (Sat/Sun)
January 19 & 20, 2013	Daily Dose II - <i>(Rylen Feeney)</i>	9:00-5:30 pm (Sat/Sun)
February 15, 2013	Community Event	5:30-8:30pm Friday
February 16 & 17, 2013	Business Success and Ethics - <i>(Rachael Myles, CHN, MA)</i>	9:00-5:30pm (Sat/Sun)
March 2013	Break	No Classes
April 20 & 21, 2013	Clinical I: Rylen F. & Bari M	9:00-5:30pm (Sat/Sun)
May 18 & 19, 2013	Clinical II: Rylen F & Bari M.	9:00-5:30pm (Sat/Sun)
June 15 & 16, 2013	Clinical III: Rylen F & Bari M.	9:00-5:30pm (Sat/Sun)





## APPLICATION MATERIALS

### APPLICATION CHECK LIST

All applicants must submit the following items in order for their application to be considered complete:

- A completed application form (*pages 34-35 of this handbook*)
- A \$25 non-refundable application fee. **For the first Portland Wholistic Nutrition Program only we are waiving the application fee!** There is no fee to apply for the program between January 2 and February 15, 2012. All other future programs will be subject to the standard application and registration fees.
- Two letters of recommendation or character outlines from health practitioners or personal references. (*Refer to page 36 for recommendation template.*)
- Official college transcripts sent directly to The Wellspring School. If applicant did not attend a college or university a copy of high school diploma or GED is required. Note: unofficial transcript copies may be submitted initially to help expedite the application process. Official transcripts will ultimately be required for the student file.
- Copies of any professional licenses or certificates.
- Telephone or in person interview with one of the school Directors.

***The application process is not considered complete until all documentation has been received, admissions interview completed and application fee received by the Admissions Office. All registration materials may be submitted via mail, faxed or sent via email to:***

The Wellspring School for Healing Arts  
Attn: Rachael Myles, Director of Operations  
723 N. 15<sup>th</sup> Street, Boise, ID 83702  
email: [info@thewellspring.org](mailto:info@thewellspring.org)  
phone/fax: 208.388.0206

### ACCEPTANCE INTO THE PROGRAM

Upon acceptance into The Wellspring School Wholistic Nutrition Program, you will be asked to provide the following prior to attendance at the first day of class:

- Signed Enrollment agreement (*pgs. 37-41*)
- Signed Tuition Payment Plan agreement along with deposit/first payment (*pgs. 42-43*)
- New Student Registration Fee: ~~\$400~~ **For the first Portland Wholistic Nutrition Program only we are reducing the registration fee 25% to only \$75.00** between January 2 and February 15, 2012. All other future programs will be subject to the standard application and registration fees.





## WNP REGISTRATION

Please type or print legibly in ink and return with the \$25.00 non-refundable deposit to:

**The Wellspring School for Healing Arts**  
**Attn: Director of Operations**  
*(See page 33 for submission options and contact info.)*

Today's Date: \_\_\_\_\_ Date of Expected Enrollment: \_\_\_\_\_

M \_\_\_ F \_\_\_

\_\_\_\_\_  
 (Last Name)                      (First Name)                      (Middle Initial)

\_\_\_\_\_  
 Permanent Mailing Address                      City                      State                      Zip

\_\_\_\_\_  
 Home Phone                      Work Phone                      Cell Phone                      Email Address

Marital Status: \_\_\_\_\_ Birth date: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

In case of emergency please contact:

\_\_\_\_\_  
 Name                      Relationship

\_\_\_\_\_  
 Address                      Telephone

\_\_\_\_\_  
 Graduating High School                      Date

\_\_\_\_\_  
 Address                      City                      State                      Zip

If applicant's high school records were maintained under a name other than listed above, state name used: \_\_\_\_\_

Please list in chronological order colleges and universities attended, and degrees awarded:

\_\_\_\_\_  
 Name of Institution                      from \_\_\_\_\_ to \_\_\_\_\_                      Degree or Certificate

\_\_\_\_\_  
 Name of Institution                      from \_\_\_\_\_ to \_\_\_\_\_                      Degree or Certificate

\_\_\_\_\_  
 Name of Institution                      from \_\_\_\_\_ to \_\_\_\_\_                      Degree or Certificate

Present Occupation: \_\_\_\_\_





## WNP REGISTRATION

(Continued)

List in chronological order your last 3 employers:  
(The Wellspring School reserves the right to contact anyone listed.)

Employer Name, Address and Phone

Position and Type of Employment

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Have you ever had a professional license revoked? \_\_\_\_\_ If yes, give details on a separate page.

Have you ever been convicted of a crime? \_\_\_\_\_ If yes, give details on a separate page.

Do you now have, or have you had in the past two years, any serious illness? \_\_\_\_\_ If yes, give details on separate page.

Are you now or have you been under the care of a psychotherapist? \_\_\_\_\_ If yes, give details on separate page.

Briefly list any necessary background information on your physical and mental health:

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Briefly describe your interest in wholistic nutrition and how this program aligns with your current (personal/professional) goals:

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**The Wellspring School for Healing Arts  
LETTER OF RECOMMENDATION**

Applicant: Please photocopy and complete part A of his/her form and have someone other than a family member complete part B.

Part A

\_\_\_\_\_

Last name

First Name

\_\_\_\_\_

Address

City

State

Zip

\_\_\_\_\_

Home phone

work/cell phone email

Part B

Please evaluate the applicant on the following: maturity, integrity, responsibility, ability to function under stress, interpersonal skills and ability to meet deadlines and academic readiness. Please indicate how long you have known the applicant and in what capacity. Please RETURN THE RECOMMENDATION DIRECTLY TO THE SCHOOL at the address listed below. Feel free to use a separate sheet of paper. We appreciate your time.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of person making the recommendation: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## ENROLLMENT AGREEMENT

Name: \_\_\_\_\_ Starting Date: \_\_\_\_\_

Estimated Date of Completion: \_\_\_\_\_

New Student Registration Fee:    \$75    Student ID #: \_\_\_\_\_

There are 18 individual classes in the program that comprise 280 class (clock) hours total. Classes meet one weekend a month over the course of 18-22 months. On average, most groups finish within 20-22 months. During the course of the program, students receive breaks where classes do not meet for a month. Typically two breaks are given during a program, but additional breaks may be added to accommodate instructor schedules or the need to re-schedule a class. There are on average around 24 additional hours for students to complete additional requirements (food preparation, community service, events).

A program calendar is provided to all prospective students as part of the student handbook. Students can also view complete program calendars via the website on the Wholistic Nutrition programs page at [www.thewellspring.org](http://www.thewellspring.org).

### **Program Cost:**

Core curriculum tuition (all 18 classes) is **\$ 5290**

Additional Program Requirement Fees: **\$120**

Additional Program Related Fees (books): **\$450\***

Administrative Fees (application, registration & graduation fees): **\$125**

**Total Cost of the Program (based on the above) \$5985.00**

*\*This figure may vary depending on source of purchase for books.*

### **PAYMENT PLAN OPTIONS**

The Wellspring School for Healing Arts has several different payment options available for students to meet their core curriculum tuition requirements. Students may opt to pay in full (PIF) prior to the program start date and receive a significant discount, or select one of our payment plan options as outlined on page 29 of the student handbook. Financing is available through The Wellspring School and is subject to an interest rate of 1.05% per month. Please see separate Tuition Plan Agreement form provided on pages 42 & 43 for details.

### **REFUND POLICIES**

A student may cancel this agreement at no penalty by written notice to the Director of Admissions/Student Affairs. All refunds to students who cancel or withdraw shall be made within 30 days of receipt of written intent to cancel. Any student, who for whatever reason, changes their schedule of study, thereby affecting the length or cost of The Wholistic Nutrition Program, must meet with the School Program Director to restructure their schedule or study.





## **ENROLLMENT AGREEMENT - continued**

The refund schedule in accordance with the Oregon Department of Education OAR 581-045-0036 is as follows:

1. If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded minus the \$25.00 application fee. *Non-applicable for first Portland WNP.*
2. If cancellation occurs after 5 business days of the date of enrollment, and before the commencement of classes, the school will retain registration fee *(\$75 for WNP PDX1)*. All other monies specific to the enrollment agreement will be refunded. (100% tuition)
3. If withdrawal or termination occurs **after the start of classes and before start of the 5th class** of the Wholistic Nutrition Program, the student will be refunded **50% of the total core curriculum tuition** minus the new student registration fee (\$75.00). *For WNP PDX 1 Eat to Live I in July 2011 will be considered the 5<sup>th</sup> class.*
4. If withdrawal or termination occurs **after completion of the 9th class** within the Wholistic Nutrition Program and **before the start of the 10th class**, the student will be **refunded 25% of the total core curriculum tuition** minus the new student registration fee (\$75.00). *For WNP PDX 1 Whole Foods Cooking in December of will be considered the 9<sup>th</sup> class.*
5. **No refund will be given after class nine.** Any student withdrawing after this point will be responsible for the complete tuition, application and registration fees, as well as any additional outstanding expenses owed to the school.

All refund policies are applicable to the academic period, which totals 18 class weekends for each Nutrition Program Group. There will be a 1.05% monthly interest charge applied to outstanding amounts.

Students who have questions regarding the terms and conditions of the enrollment agreement may contact the Oregon Department of Education by telephone at (503) 947-5751 or by mail at 255 Capitol Street NE, Salem, OR 97310.

### **PRIVACY ACT & STUDENT RECORDS**

Students have the right to inspect and review their educational records. Educational records are defined as any files, documents or other materials maintained by The Wellspring School which contains information directly related to the student. These include, but are not limited to, records of attendance, tests, papers and educational performance. All records including educational records, and/or those made by an instructor, director, or administrative person are considered confidential between The Wellspring School personnel and the student. These are not available to anyone other than The Wellspring School and the student.





## **ENROLLMENT AGREEMENT - continued**

If there are any discrepancies regarding the accuracy of the contents of the educational records, the student must provide a written statement of the inaccuracy. The statement must include specific evidence to disprove records. This statement must be sent in a traceable form such as email or certified mail. The Wellspring School will investigate the situation and make a decision. The Wellspring School reserves the right to release a student's educational records under the following conditions:

1. With the student's written, signed and dated consent
2. To state or local authorities
3. When necessary to protect the health or safety of the student and/or others
4. In compliance with judicial rider or a lawfully issued subpoena.

The Wellspring School retains documentation of all individuals requesting and receiving access to the records. The Wellspring School will maintain student files for a period of seven years after which only transcripts will be retained.

Students may request to view files during The Wellspring School business hours or set up an appointment with the Director of Operations. Students may request copies of their files including admissions records, except tests and exams. Charges are incurred for all copies, and a processing fee is charged when duplicates are provided for transfer.

*The Wellspring School reserves the right to withhold academic transcripts and certificate of completion until all fees and charges have been paid in full. The Wellspring School maintains the highest standards regarding student privacy. The Wellspring School does not sell, trade, loan or distribute any student or contact information to third parties unless required by law.*

### **RETAKING COURSES**

If a student fails a course they will be required to fulfill the requirements by re-taking the course at full price or fulfilling the requirements elsewhere at an accredited school. Students wishing to retake a course that they have already passed will receive a 50% discount on the current fees for that course.

### **CERTIFICATION & LICENSING**

Certification and diploma are granted only after all class requirements are met and the tuition is paid in full. Upon completion of this program, students are certified to provide nutritional counseling as a Certified Holistic Nutritionist (CHN). There is no additional state licensing requirements at present in the state of Oregon. Graduates of The Wellspring Wholistic Nutrition Program are eligible to sit for Board Examination by the Holistic Nutrition Credentialing Board (HNCB), a division of the National Association for Nutrition Professionals (NANP). They also qualify for the certification exam offered by the American Association of Nutritional Consultants (AANC). For more information on specific eligibility requirements for examination certification, please see [www.holisticnutritionboard.org](http://www.holisticnutritionboard.org) and [www.aanc.net](http://www.aanc.net). The Wellspring School is licensed and bonded by the Oregon Department of Education.





## **ENROLLMENT AGREEMENT - *continued***

### ***CANCELLATION POLICY***

The Wellspring School reserves the right to change policy, tuition and fees, including cancellation of the Wholistic Nutrition Certification Program. Prior to the start date, The Wellspring School may cancel or delay any scheduled program due to insufficient registration in that course. In the case of a mid-program cancellation all active students will receive a written teach out plan to complete the program. All registered students will receive advanced written notice at least ten days before a cancellation.

*The Wellspring School reserves the right to amend, add, or repeal any rules, regulations or policies at any time without notice.*

### ***LEAVE OF ABSENCES AND RE-ADMISSION POLICY***

Should a student wish to request a leave of absence, they must request a leave of absence form from the school office, sign, date and return the completed form to the school Director. A leave of absence will be granted upon request for no more than a one-year period. After one-year, the student will be dropped from active status. After a two-year period, students must apply for re-admission and will be entitled to the credits previously earned based upon diagnostic, written or practical examinations.

The program must be completed within three years of matriculation. If requirements are not met within this time, students must undergo an evaluation of skills and knowledge, after which they will be required to retake courses as deemed necessary by the director before being eligible for certification.

Any student who, for whatever reason, changes their schedule of study, thereby affecting the length or cost of their program as indicated in the paragraph above, must meet with the Director of Admissions to restructure their schedule of study and/or fees.

### ***TERMINATION POLICY***

A student may be placed on academic probation or dismissed for any breach of policy, ethics, or code of conduct stated in the "Student Conduct & Professional Behavior Policies" of the student handbook. Academic probation or termination may occur with any single occurrence or with an accumulation of unrelated occurrences. *(Please reference page 34-35 of the student handbook for additional details on probation and termination.)*

Written documentation of all incidents and any corresponding plans or agreements will be filed with the student's records. All financial (including refund) policies apply to students in any of these circumstances. Every student has the right to request a meeting with the Director of Student Affairs to petition action.





## ENROLLMENT AGREEMENT - *continued*

### **ATTENDANCE**

Students in the Wholistic Nutrition Program must receive a total of 75% or greater for overall class attendance. Please refer to the student handbook section on “Attendance & Grading” policies for specifics on point assignment for attendance. Students may occasionally miss from classes 1-15 and still get credit for the assignments if they submit them in accordance with the timeline provided by the instructor. Students missing more than 25% of classes overall will be required to make up classes the next time they are offered to bring the attendance grade up to passing in order to be eligible for program certification. *Because of the nature of the program, all absences are treated equally.*

Students are required to attend student clinic classes (#16-18) as these cannot be captured via class recordings nor made up. Students missing these clinic classes will have to make up the class the next time it is offered in order to be eligible for certification.

### **PROFESSIONAL CONDUCT**

The Wellspring School is a professional school. Students, faculty and staff are expected to maintain high standards of professional behavior as defined in the Student Conduct and Professional Behavior Policies as outlined in the student handbook. Any student who fails to adhere to these is subject to probation or expulsion from the school.

The Wellspring School does not promise or guarantee employment to any student or graduate.

The Wellspring School For Healing Arts is an Oregon State licensed proprietary school and complies with all provisions of the Private Career Schools Oregon Administrative Rules, Chapter 581, Division 045 and is licensed by the Oregon Department of Education.

I have read and understand all policies and conditions of The Wellspring School as outlined in the student handbook and enrollment agreement and agree to abide by these policies and conditions.

\_\_\_\_\_

*Starting Date* *Est. Date of Completion*

\_\_\_\_\_

*Name* *Student ID #*

\_\_\_\_\_

*Signature* *Date*

\_\_\_\_\_

*Official School Signature* *Date*





## WHOLISTIC NUTRITION TUITION PAYMENT PLANS

Students must select one of the below payment plans. For Plans A and B, payment may be made via check, cashier's check, PayPal or credit card (Visa, Master Card, or Discover). Please note The Wellspring School currently uses PayPal or Square for all credit card transactions. For Plan C, The Wellspring School uses Tuition Banc to manage all monthly automatic withdrawals. All monthly payment plans are subject to an interest rate of 1.05% per month. Balances may be paid early at no penalty. *Tuition will be pro-rated for any classes already taken or credits accepted and noted in each plan as applicable for individual students.*

Please select one of the following:

\_\_\_\_\_ **Plan A:** \$5,290.00 paid in full with cash, cashier's check, check, or credit card (Visa, Master Card, Discover). Please note credit card payments are processed through PayPal or Square. If selecting Plan A and paying for the program tuition balance in full, students will receive a 6% discount for payments made in cash or check (\$4972.60) and 5% discount for payments made with a credit card (\$5025.50).

I will pay in full via check, cash, credit card (circle one). The total amount of my payment will be : \_\_\_\_\_

Notes for Plan A: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Plan B:** 2 payments of \$2,645.00  
1. First payment of \$2,645.00 due the beginning of the program, by the 1<sup>st</sup> class.  
2. Final payment of \$2,645.00 due by the beginning of the second program half (10<sup>th</sup> class)

Notes for Plan B: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Plan C:** Monthly payments paid through Tuition Banc. Please note interest of 1.05% is applied to monthly payments and pay-off times vary depending on the actual down payment amount. A minimum deposit of \$500 is required prior to the start of the first class. Monthly payments may not be less than \$200 per month.

If selecting Plan C, please include the following information based on amortization table provided by the school office:

Deposit Amount: \_\_\_\_\_ Monthly Payment Amount: \_\_\_\_\_

Final Payment Date: \_\_\_\_\_ Final Payment Amount: \_\_\_\_\_

*\*The above payment plans only pertain to the core curriculum tuition requirement. They do not include registration fees, additional program requirement fees (food prep, observations, treatments, etc.) or additional program related fees (books, massage tables, etc.) or additional administrative fees (graduation fees, student ID, etc.). For all additional fees payment is expected at time of service.*





## WHOLISTIC NUTRITION TUITION PAYMENT PLANS

*continued*

### **MONTHLY PAYMENT PLAN DATES AND FEES**

For Plan C, The Wellspring School office will work with the student to create an individual amortization schedule that reflects monthly payments, duration of payments and corresponding finance charges. Once completed and signed, this information will be provided to Tuition Banc which will manage the automatic withdrawal process for the duration of the payment period. Payment draft dates are on the 5<sup>th</sup> or 19th of each month.

The Wellspring School charges \$25 on changes made to a student's Tuition Banc account or if payment is denied due to insufficient funds. Tuition Banc also charges a fee for insufficient funds.

In select cases, students may choose not to use the automatic withdrawal from Tuition Banc.

However, payments will be charged an additional monthly processing fee and are due on the first day of each month. All tuition payments made by debit or credit card will be charged a 2% processing fee. All tuition payments made by cash or check will be charged a \$5.00 processing fee. A \$25.00 late fee will be charged on the 12th of each month for outstanding payments and interest will accrue at 1.05% per month on all outstanding balances.

All changes and questions regarding payment arrangements should be submitted to the Director of Operations.

Notes for individual student: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Student Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Wellspring School ID#*

\_\_\_\_\_  
*Official School Signature*

\_\_\_\_\_  
*Date*

