| RE-REGISTRATION Application |
| --- |
| Applicant Information |
| Name:  | E-mail:  |
| Date of Birth:  | SSN or National ID (Required):  | Student ID:  |
| Address:  |
| City:  | State:  | ZIP Code:  |
| Country:  | Home Phone:  | Cell Phone:  |
| Primary Language:  | Secondary/Other Language:  |
| Two photos (passport style) to be submitted with registration |
| Occupation:  |
| Educational Background:  |
| Highest Education Level Completed:  |
| Degrees/Certificates Achieved:  |
| Plans/Expectations for Course:  |
| OPTIONAL INFORMATION  |
| ***This information in this section is not required****. It will be used only to assist BIHI in best accommodating you.* |
| Physical or Learning Disabilities or Limitations you wish to disclose:  |
| Religious Restrictions or Requirements you wish to disclose:  |
| COURSE INFORMATION (FOR OFFICE USE ONLY) |
| Course Name:  | Course Term: Months  | Study Hours:  |
| Original Registration Date:  | Original Reg. Office:  | Re-Reg Date:  |
| Last Lesson Completed:  | Date of Last Lesson: NA | Original Instructor:  |
| Months Remaining to Completion:  | Mandatory Completion Date: based on the re-opening date of the course | Reassigned Instructor: Maria Bohle |
| PAYMENT Information & CREDIT CARD AUTHORIZATION |
| Original Payment:  | Payment Method (Circle One): **Check Money Order Credit Card** |
| Current Course Cost:  | Payment Plan (Circle One): **Paid In Full Monthly Installments***\* Please note that a $15/mo. processing fee will be added to each installment payment* |
| Price Differential:  |  **\*\* For Approved Installment Plans Only \*\***Initial Down Payment of \_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_ monthly installments of $\_\_\_\_\_\_\_\_\_\_\_. |
| Re-Registration Fee: $ Technology Fee: $  | Down payment to be charged on date of registration. Installment amount to be charged on the \_\_\_\_\_ day of each month. First charge on \_\_\_\_\_\_\_\_\_\_\_\_\_ and last on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| Total Owed**: $** | Name on Card:  |
| *Your signature on this page indicates that you understand the terms and agree to have your credit card automatically charged in the amount(s) and according to the schedule described herein.* |
| Card Type (Circle One): **Visa MasterCard Discover** |
| Card Number:  |
| Expiration Date | CVV Code:  |
| **Cardholder Signature:** |

**Notice to Students**

1. Do not sign this agreement before you have read the entire agreement or if it contains any blank spaces.
2. This agreement is a legally binding instrument. It is binding only when the agreement is accepted, signed, and dated by the authorized official of the school. Be sure to read all sides of all pages before you sign. E-mail transmission of a photocopied agreement containing the student signature shall be for all intents and purposes considered as binding and enforceable as the original.
3. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
4. The school reserves the right to reschedule any start dates or event dates in any program if necessary.
5. The British Institute of Homeopathy International (BIHI) reserves the right to terminate a student’s enrollment for any unsatisfactory progress, nonpayment of tuition/fees or failure to abide by the established standards of conduct as stated in the Student Handbook and Terms and Conditions. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the Student Handbook and that my financial obligations to the school must be paid in full before any certificate may be awarded.
6. The school does not guarantee the transferability of credits to any college, university or institution. Any decision on the comparability, appropriateness and applicability of credits or study hours and whether they should accept them is the sole decision of the receiving institution.
7. I acknowledge that if English is not my primary language, I will be required to demonstrate my ability to speak and write proficiently in English. I may be required to take, at my own expense, the English as a Second Language Exam and submit certificate and/or proof of passing grade to BIHI.
8. I understand that while I may provide verbal or e-mail authorization for an initial charge to my credit card, no monthly installments can be processed and no course material can be issued until I have returned a signature on this form to the main office of The British Institute of Homeopathy International. I understand that once installment payments have been approved and a down payment made, the installment payment plan must proceed as scheduled. Scheduled installment payments will not be suspended or held for any reason, regardless of student status.
9. For student who is a resident of the State of New Jersey, in the event of unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development’s Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287.

**Signatures**

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. I understand and agree to the terms and conditions of The British Institute of Homeopathy International as presented herein. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreements between the student and The British Institute of Homeopathy International. I also understand that if I default upon this agreement I will be responsible for payment of any collection fees or attorney fees incurred by the British Institute of Homeopathy International.

My signature below signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibilities in regard to this contract.

Signed this \_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_

Signature of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_

Signature of School Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Academic Probation**

Students returning to Active Status after a exceeding the three (3) month inactivity period may resume their studies under the rules of Academic Probation outlined herein below. The British Institute of Homeopathy International reserves the right to terminate without refund the enrollment of any student on Academic Probation who does not strictly adhere to all of the terms and conditions of Academic Probation as well as the standard Terms and Conditions of BIH International.

**Students on Academic Probation must submit at least one (1) lesson at least every three (3) calendar months to remain an active student.** The expected pace of study is one (1) lesson each month submitted simultaneously to the BIH office and the student’s personal instructor. Each submitted lesson usually represents one to two (1-2) educational modules or chapters of the course. This is more than adequate time for the student to complete the course easily within the allotted time period for each course.

Students on Academic Probation must submit lessons through the web-based on line learning program.

Students on Academic Probation are not entitled to request a Leave of Absence from their studies. A retroactive Leave of Absence has already been granted to such students in the form of permission to re-register for their course and resume their studies after an extended inactivity period. No further allowances, extensions of time or waivers of any condition of Academic Probation will be granted.

Students on Academic Probation may not use any course material or examinations provided to them prior to their lapse into inactive status. Students will receive their new course material only via electronic delivery and only in installments of two lessons at a time. Students will receive lessons at the e-mail address on file in their student record. It is the student’s responsibility to keep their e-mail address current in the BIH student record. It is the student’s responsibility to contact the BIH main office if they do not receive the expected lessons or cannot open the attachment containing the lesson files. The student’s inability to receive or open lesson installments will not be grounds for any extension of time or waiver of any of the conditions of Academic Probation.

Students on Academic Probation must complete the remainder of their course within the maximum completion time for each course, pro-rated to reflect the number of lessons already completed prior to the lapse into Inactive status. The student enrollment agreement will detail the percentage of the course already completed, the number of months remaining to complete the course, and the exact date by which all course work and all examinations must be completed.

Students on Academic Probation must strictly adhere to all of the terms of Academic Probation as well as the standard Terms and Conditions of BIH International. It is the student’s responsibility to remain current with their studies and to be aware of all of the Terms and Conditions. Terms and Conditions can be found online at <http://www.bihint.com/terms/> and in the current Prospectus, available by request from the BIH main office.

**The British Institute does not routinely notify students of impending lapses into 'Inactive' status or violation of any Terms and Conditions, nor is it under any obligation to do so.**

|  |  |
| --- | --- |
| Student’s Initials: |  |

**General Information**

**Integrity**

All students, graduates, Fellows and instructors of the Institute pledge to uphold the goodwill, integrity, reputation and teaching of The British Institute worldwide. All assignments and examinations submitted must be the student’s own work. Quotations and material from other sources must be correctly cited using the APA Style format. Substantial penalties apply for proven instances of plagiarism, up to and including expulsion from The British Institute of Homeopathy International without refund.

**Certificates**

Students will be awarded a Certificate of Completion for all courses and programs upon successful completion. The Certificate of Completion will include the study hours completed.

**Certification**\*

The diplomas or certificates awarded by The British Institute of Homeopathy International are credentials attesting to homeopathic education and are separate from any legal requirements regarding licensing in any country of the world. Each country has its own regulations and requirements to become a certified homeopath, qualified physician or licensed practitioner of any healing art. Students seeking to become licensed practitioners must meet all state and/or national requirements and follow the licensing procedure for the state and/or country in which they intend to practice.

**Registration Deadline & Qualifications**

Students may register at anytime for any of the courses offered through The British Institute. A signed Enrollment Agreement must be received prior to issuing course material to any student. Students must also submit information documenting their highest level of education.

**Payments**

A valid credit card on file is required for all monthly payment plans. A $25.00 processing fee will be added to each payment installment. Any credit card charge which does not go through for any reason is subject to a $25.00 Declined Card charge. Any personal or business check returned to BIH by the bank for any reason is subject to a $50.00 Returned Check fee. For PayPal payments, please add 5% to cover processing fees.

**Technology fee**

All British Institute courses are delivered through a secure online system provided by WebStudy. Students can log into their courses from anywhere Internet access is available. After a student has registered for a course, they will receive a username and a temporary password to access the system. WebStudy provides 24 hour technical support to assist with any issues accessing or using the system. WebStudy provides all of the course material as well as assignment submissions and examinations.  Each student is charged a technology fee of $90.00 per year per course. This fee is not refundable under any circumstances. Students are encouraged to pay the technology fee for one year at a time so that there are no unnecessary charges incurred in the event that the course is completed ahead of schedule.

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**Course Material**

Course material will be delivered once payment(s) have been authorized and accepted. Course material will be delivered in sections. Students will receive the course material only as they complete the prior section(s) successfully with a minimum passing grade of 75% (80% for the Practitioner Program).

**Signatures**

E-mail transmission of photocopied or scanned documents containing student signature shall be for all intents and purposes considered as binding and enforceable as the original.

**Proctored Examinations**

All BIH examinations must be proctored by a neutral person at a professional organization such as a library, law firm, college/university, etc. A proctor cannot be a friend or relative and examinations may not be taken at a private residence. The student is responsible for locating and making arrangements with a suitable proctor, including proctoring fees, if any. All proctors and examination locations must be approved in advance by The British Institute of Homeopathy International.

**Advanced Placement**

Students wishing to enroll directly into an advanced course such as Homeopathy in Practice or Advanced Studies in Homeopathy without completing a Foundations-level course as a prerequisite must first complete a proctored Advanced Placement Examination and submit proof of prior homeopathic studies. The result of the Advanced Placement Examination will determine the courses in which the student is eligible to enroll directly. Advanced Placement applies to General Studies only. The Practitioner Program cannot be entered directly via the Advanced Placement Examination.

BIH students who have completed a prerequisite Foundations-level course more than one year before registering for an advanced course must first complete a proctored Advanced Placement Examination. The results of the examination will determine the student’s enrollment eligibility.

**Transcripts**

Transcripts for courses which have been completed within the last five years are available for a fee. Students must supply state or federal identification and copies of diplomas/certificates or other supporting documentation with their Transcript request. Transcripts for courses which were completed more than five years prior to the request date may be recoverable from archives. Additional research fees may be required. Please contact the main office for details.

**Grading System**

Students will be graded on a numeric system only. No student is guaranteed a passing grade. The minimum passing grade for successful course completion is 75% for General Studies and 80% for the Practitioner Program. The more proof a student shows of outside reading and independent research, the higher the grade awarded. Citation of sources must be formatted according to the APA Style and all reference sources must be included. A substantial amount of points are deducted for missing or incorrectly formatted citations.

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**Intellectual Property**

The British Institute of Homeopathy International reserves the right to amend or update the content or syllabus of any course at any time. Course upgrade fees may be applied to students receiving updated course material. Obsolete editions or versions of course material will not be made available to students after a course has been updated or upgraded.

All course materials are provided for education purposes only. Any illustrations, examples and/or cases are for guidance only and are not intended to replace in any way whatsoever a detailed case taking and evaluation of the client and his/her specific complaint(s).

All rights reserved. BIH exercises its intellectual copyright over all BIH materials. All materials are copyrighted and may not be publicly displayed or copied in whole or part, nor reproduced, stored in a retrieval system, or transmitted in any form or by any means electronic, mechanical, photocopied, recorded or otherwise, except with the prior written authorization of The British Institute of Homeopathy International. All course materials are provided on the above basis only and may be retained by the student after completion of the course for personal use only. All materials supplied to the student by BIH must be returned upon withdrawal from the Institute.

**Supplemental Materials**

Each course has a list of required and recommended supplemental books or other materials to accompany the course material. These materials are not included in the course cost and must be obtained independently by the student at the student’s own expense unless otherwise specified. Upon registration, BIH will provide a list of online suppliers who may at their own discretion choose to offer a discount to BIH students. The booklist for each course is available upon request.

**Consistency of Study**

The British Institute is committed to providing our students with the most accurate and contemporary homeopathic information. Homeopathic students must demonstrate consistency and mastery of the materials if homeopathy is going to be considered by the US Federal Government to be a legitimate healing modality. If we do not require our students to complete their coursework in a timely manner, the material that they learn risks becoming outdated. The accrediting agencies to which we are applying will not allow unstructured courses without guidelines or clearly defined framework. The expected pace for general studies courses is one lesson submitted to the personal instructor per month, which usually encompasses one to two modules of course material. All courses must be completed by the mandatory completion date provided in the course description. The Practitioner Program is subject to specific time frame requirements provided in the program description. Practitioner Program requirements and time frames are significantly more stringent than those required for general studies.

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**Inactivity**

Students in general studies must submit at least one lesson every three months and complete all of the course requirements prior to the maximum course completion date in order to remain on 'Active' status. Students in the Practitioner Program are subject to stricter requirements detailed in the program description. Students who have lapsed into ‘Inactive’ status may inquire with Student Services at the main office for possible reinstatement eligibility and terms. A lapse into ‘Inactive’ status does not stop or suspend scheduled payment installments, nor does such a lapse negate any balance due.

**Leave/Extension**

BIH may allow active students to take a short break from their studies or extend a deadline without lapsing into ‘Inactive’ status. Eligible students should contact the main office at info@bihint.com for details. No Leave of Absence or deadline extension will restart the three month Inactivity period, nor will it stop or suspend scheduled payment installments.

**Newsletters**

Awards, scholarships, seminars and items of interest are announced in periodic newsletters sent to all students and fellows. Please visit our website at [www.bihint.com](http://www.bihint.com) or e-mail info@bihint.com to subscribe to the newsletter.

**Samuel Hahnemann Award**

The Samuel Hahnemann Prize is awarded to students who distinguish themselves by demonstrating outstanding academic achievement and reaching the highest level of educational excellence. The recipients are selected from the most promising students nominated by the British Institute of Homeopathy International faculty and staff.

**Student Grievances**

Students who have a grievance must notify Student Services at the main office in writing with full details of their circumstances. The BIH faculty and staff will make every effort to resolve the situation to the student’s satisfaction.

**Updates**

Periodic announcements and updates to the BIH Terms and Conditions are posted online on our website at <http://www.bihint.com/terms/>. It is the student’s responsibility to check this site frequently and to keep abreast of all updates.

\**Concept and phrasing for the certification section was used with the generous permission of the Council for Homeopathic Certification (CHC), which is the main certifying organization for professional homeopathic practitioners in North America. The CHC accepts study hours and Clinical Training with The British Institute as part of the CHC professional certification prerequisites. For more information on professional certification in the United States or Canada, please visit the CHC website at* [*http://www.homeopathicdirectory.org/*](http://www.homeopathicdirectory.org/)*.*

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**Tuition Refund Policy**

All course material is the property of the British Institute of Homeopathy International. Any and all materials that have been shipped to the student must be returned prior to any refunds being calculated or issued. Electronic copies of course materials must be permanently deleted and an affidavit signed affirming that the material was not retained.

Since The British Institute of Homeopathy International utilizes a distance learning format, there is generally no refund eligibility after the course material has been sent. All refund requests must be submitted in writing with a detailed explanation of the reason for withdrawal from the course and will be subject to approval by the Student Services Department.

A full refund of the tuition portion of the amount paid, after fees and non-refundable charges have been deducted, is available upon written request within five (5) days of the date on the signed registration agreement. Beyond this initial five-day period, a pro-rated refund may be granted, subject to the following conditions:

– Administrative fees, including registration fees, are not refundable.

– Fees assessed for services such as processing, printing, binding and shipping are not refundable.

– Refunds may take 30-45 days for processing.

– Refunded amounts are subject to a 10% processing fee.

– Refunds are based on the applicable prices and fees at the time of registration.

– No refund will be approved if more than 60 days has elapsed since the date on the signed registration agreement.

Approved refunds of the remaining paid amount after all fees and non-refundable charges have been deducted will be pro-rated according to the elapsed time since the date on the signed registration agreement:

– 6-30 days: 50% refundable

– 31-60 days: 25% refundable

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