



**ELEVATED
LEARNING
ACADEMY^{INC.}**

**Applied Nutrition Science Diploma Program
STUDENT HANDBOOK**

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~ Fast Track Your Health Career ~

Updated November 21, 2014

WELCOME TO ELEVATED LEARNING ACADEMY

On behalf of our faculty and staff, we extend to you a warm welcome to Elevated Learning Academy. As you pursue your career in the Nutrition Industry, you will find that our program, faculty and facilities will give you an important head start. Elevated Learning Academy's Applied Nutrition Science Diploma program has been licensed and designated through the Private Vocational Branch of Alberta, to provide you with an education of the highest standards.

Many of us here at Elevated Learning Academy have worked successfully in this thriving industry. Based on our own positive experience, we can assure you that in this business, extensive training truly does make a difference. This is true whether you are competing for that first job, for promotions along your career path, or you decide to become an entrepreneur and start your own business.

We have designed our comprehensive curriculum not only to teach you all the fundamentals of this industry, but also its finer points. Our experienced Instructors are motivated to help you learn, progress, and ensure that you succeed. We are here to help you achieve your career goals and are firmly committed to your success. It all adds up to a training program that is the very best available in Alberta! As a student of Elevated Learning Academy you have made the choice to be on the leading edge of the Nutrition Industry.

As you look through the Student Handbook, you will have a chance to learn more about our program. If you have any questions, just ask one of our Administrator. We look forward to helping you succeed, in every way we can.

Sincerely,

Elevated Learning Academy Team

GOALS, PURPOSE AND PHILOSOPHY

In the Nutrition Industry, you will soon find that Elevated Learning Academy's training really does make a difference. With knowledgeable staff and an extensive curriculum, we are committed to providing our students with a comprehensive and interactive educational experience.

Elevated Learning Academy's corporate philosophy is to recognize and fulfill the needs of the preventative health industry and those who pursue careers in it.

Our philosophy embodies the belief that a need for extensive training in the Nutrition Industry, and that this training should be of the highest quality. This philosophy encompasses the belief that the best way to provide high-quality training to the industry is through a hands-on, interactive and comprehensive curriculum.

Elevated Learning Academy's educational purpose is to provide all the skills required in the Nutrition Industry by delivering the best possible program instruction. We believe in both, professional and personal growth among our students.

Our programs are not only educational, but are fun and designed to bring out the very best in our students. Standards are high and they match the levels of success our graduates are trained to achieve.

MISSION STATEMENT

To train students to a high level of professional excellence (exceeding basic standards), and to support them in launching and advancing their career in the preventative health industry.

COURSE SCHEDULE

| |
|--|
| Topics |
| Orientation, Biochemistry |
| Biochemistry |
| Nutrition Physiology |
| Nutrition Physiology |
| Nutrition Physiology, Macronutrients |
| Macronutrients |
| Micronutrients, Energy Balance, Hydration |
| Review & Exam #1 |
| Nutritional Assessments, Program Planning, Recipe Modifications, Cooking Classes |
| Food Labels, Food Safety & Sanitation |
| Sport Nutrition, Supplements, Cravings |
| Review & Exam #2 |
| Behaviour Change |
| Food and Emotion, Body Image Issues, Eating Disorders, Exam #3 |
| Food Industry, Health Crisis, Your Food's Origins |
| Scope of Practice, Insurance and Ethics, Business Fundamentals |
| Time Management, Goal Setting, Finances, Final Exam |

Elevated Learning Academy reserves the right to change or modify any of the above schedule during the program.

Program Course Dates:

Start Date: _____

End Date: _____

Daily Schedule: M _____, T _____, W _____, Th _____, F _____, S _____

INVESTMENT

- Application fee (\$75)
- Enrollment fee (\$425)
- All student books and materials (ebooks and software)
- iPad
- Learning Tools and Supplies
- Lectures and labs (340 hours of instruction time)
- Malpractice Insurance
- Tuition (\$6,920)

Applied Nutrition Science Diploma Fees = \$7,420.00

DIPLOMAS, CERTIFICATES, TAX RECEIPTS AND TRANSCRIPTS

All of this information will be mailed to students, or can be picked up by students after completion date. Please ensure that Elevated Learning Academy has your current address, and is aware of any change of address following graduation.

GRADING SYSTEM

The final grading profile is broken down as follows:

To earn an Applied Nutrition Science Diploma students must earn a minimum grade of 60%.

| Grade Breakdown | |
|------------------------------|------|
| Nutrition Science Test | 15% |
| Nutrition in Practice Test | 15% |
| Final Exam | 20% |
| Attendance and Participation | 20% |
| Presentations | 15% |
| Practicum | 15% |
| TOTAL | 100% |

STUDENT DISPUTE RESOLUTION POLICIES

Individuals should try to resolve issues informally. If a more formal approach becomes necessary, the Academy provides a fair and reasonable mechanism for resolution.

Procedure:

1. When a concern arises, the student should first try to resolve the issue directly with the other party. **If the student is not satisfied with the outcome at this level...**
2. The student should put his/her concern in writing and deliver it to the Administrator of the Academy.
3. The Administrator will arrange to meet with the student to discuss the concern and desired solution within 5 school days of receiving the student's written concern, or as soon as practicable.

4. Following the meeting with the student, the Administrator will conduct whatever enquiries and/or investigations are necessary and appropriate to determine whether the student's concerns are substantiated in whole or in part. Those inquiries may involve further discussion(s) with the student either individually or with appropriate (institution's) personnel.
5. Following the meeting and investigation, the Administrator will provide a written decision to all parties involved, within 48 working hours. A copy of the decision will be given to the student and the original will be placed in the student's file. If the student's concerns are substantiated then the Administrator will include a proposed resolution in the documentation
6. At this point the School's Dispute Resolution Process will be considered exhausted. **If the student is not satisfied with the outcome at this level...**
7. If the matter is of a serious nature, the parties may appoint an outside mediator/arbitrator within [7] working days. The Academy and the student will equally bear the cost of mediation/arbitration.

Student Initials: _____

PROCEDURE FOR GRADE APPEAL

1. If a student is dissatisfied with the grade received for an assignment, quiz, practicum or exam and can provide evidence that a higher grade is warranted he/she should discuss with his/her instructor. The instructor will reconsider the grade and, if warranted, assign a different grade.
2. If the student is not satisfied with the outcome of his/her appeal to the instructor, he/she should submit a written appeal to the Administrator.
3. The Administrator will obtain a copy of the assignment, quiz, practicum or exam and will have it re-marked by another instructor.
4. If the assessment achieves a higher grade on the re-mark, the higher grade will be assigned to the student. If the assessment achieves a lower grade on re-mark, the original grade will be retained.
5. If a grade appeal is reviewed by the Administrator, the grade assigned following the re-mark and review will be final and cannot be appealed further.

INSURANCE/ACCOMMODATIONS

All International Students must ensure that they have a health insurance coverage plan in place for the duration of their stay in Canada. More information regarding health coverage as well as accommodation, transportation, and additional services can be found on our website: <http://elevatedlearningacademy.com/nutrition-science-diploma-edmonton/ans-international-student-acceptance>

PRIVACY POLICY

Elevated Learning Academy collects students' personal information for the following reasons:

- To keep students/graduates informed of activities of the Academy
- To issue T2202As in accordance with Canada Revenue Agency

Students' personal information is not used for any other purpose.

Elevated Learning Academy retains the full student file in its electronic database, following the student's withdrawal, dismissal or graduation.

Procedure for access to the information on file:

1. Students wishing to access the information in the student file must make a verbal or written request.
2. Administration will meet with the student to review the file and will provide copies of any document the student requests.

Procedure for authorizing release of information:

1. If a student wishes to authorize a third party to access information in his/her student file, he/she must do so in writing.
2. The school will not release information to any person other than people authorized by the student to access information unless required to do so by legislation, a subpoena, court order or if release is necessary as part of an ongoing police investigation.

Student Initials: _____

ACADEMY RULES AND REGULATIONS / DISMISSAL POLICY

1. Students must show respect to all fellow students, instructors and staff.
2. School fees of \$7420 must be paid in full or students will not receive a diploma of graduation and may not receive any job placement assistance.
3. Students are financially responsible for any damage they cause to the Academy, surrounding area or the property of other students.
4. Students must not conduct themselves in an unruly manner on school or building premises and must abide by the professional building's rules.
5. Students must not interfere with the progress of other students.
6. Students must have all the required books and supplies at the school and available for use.
7. Plagiarism, cheating or theft will be grounds for immediate expulsion.
8. The possession of drugs, alcoholic beverages or weapons on the school premises is strictly prohibited. Students under the influence of drugs or alcohol while on the school premises will have to leave and such an act may lead to dismissal.
9. There is no smoking in the classroom
10. No loitering or littering in building.
11. Anger management must be practiced at all times.

Violation of any of these rules subjects a student to possible expulsion from the Academy. Wherever possible, a violation of the rules will cause a written warning to be issued. Any three [3] violations will cause the student to be expelled. In the event of a violation of the rules, which are deemed to be severe, the student will be expelled from the Academy immediately.

Student Initials: _____

PERSONAL LIABILITY WAIVER

I, the undersigned, hereby agree to the following terms and conditions as a requisite for participation in a course of study with Elevated Learning Academy.

I fully understand and have been informed of in detail, the type of activity, physical or otherwise, that will be involved in my course of study with Elevated Learning Academy.

I, my heirs, and/or successors and/or legal representatives, collectively referred to as releasers, agree to indemnify, save and hold harmless Elevated Learning Academy and/or its employees and/or directors, herein collectively referred to as releases and each of them from any loss, liability, damage or cost [including attorney fees] which releases may incur as a result of injury, death or property damage to the undersigned, or from suit from such personal injury, improperly administered first aid, death, and/or property damage to the undersigned.

This document is intended to be as broad as is permissible under the law of Canada and the Province of Alberta and this agreement shall be interpreted under the laws of Canada and the Province of Alberta, and if any portion of this agreement is invalid, it is agreed that the balance shall continue in full force and effect.

The undersigned has read and voluntarily signs the release and waiver of liability and indemnity agreement and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

The undersigned acknowledges that he/she has read the foregoing paragraphs and is completely aware of the potential dangers incident to engaging in the activities, and is fully aware of the legal consequences of signing the within instrument.

STUDENT'S SIGNATURE

DATE

STUDENT'S NAME