

INTERNATIONAL COLLEGE OF HERBAL MEDICINE

**General Prospectus**

PROSPECTUS 2011/12

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## Introduction

The International College of Herbal Medicine offers several options for study. We now offer

- a 'ICOHM Subscribers' option. Anyone can opt in for this option. It provides the subscriber with access to the diverse range of resources the college has on-line. It also provides the subscriber with FOUR webinars run by some of the most experienced clinical practitioners in the US, Australia and New Zealand. You do need to sign up for a year.
- Individual Unit Study. We offer many units of work that any one can enroll for. *Grassroots Herbal Medicine, Botany, Understanding the Craft of Herbal Medicine, Manufacturing Herbal Medicine, Herbal Medicine, Children and Babies, History and Philosophy and Plant Language.*
- Diploma in Herbal Medicine (Non-Clinical) to include most of the individual units plus *Materia Medica* and Year Two *Case based Learning*. Students must also have completed Health Sciences to include Anatomy and Physiology. This is also offered through the ICOHM website.
- Year Three as it runs currently will be available to New Zealand students enrolled full time in Year One or Two in 2011.
- Future students for Year Three. The college will work with each student to find a practitioner to work with to complete clinical training hours. On completion and application a Diploma in Clinical Herbal Medicine will be awarded. A fee will be charged for this. There are many avenues globally that could then be pursued for Post Graduate degree study if required. Please contact us if you are interested.

## How does an on-line educational programme work?

For Website Subscribers, on enrolling, you will have pass word controlled access to the resources. These will be under several headings to indicate their content. Details of Webinars will be sent ahead of time.

For other students after enrolling access to the on-line campus is given. It is here that they access their course materials, the Library and Discussion groups. Communication with tutors can be both via the Discussion Group and by E-mail.

Assessment will be through the project work associated with each unit and certificates of hours are issued on request.

## The Study Year

The study year has two 16 week Semesters from March through to June and August through to November. Dates are notified,

## What we offer

### ICOHM Subscribers (see Introduction)

## Individual Unit Study

### Gathering Information

- ***Grass Roots Herbal Medicine – an Introduction to Herbal Medicine***

#### Required Texts

*Weeds Heal* by Isla Burgess

(Available from ICOHM at a cost of \$30.00 plus P&P)

*Encyclopedia of Medicinal Plants* by Andrew Chevallier.  
There are old and new copies available on Amazon UK. You could also check out NZ bookshops.

- ***Botany***
- ***History and Philosophy of Herbal Medicine***
- ***Understanding the Craft of Herbal Medicine***
- ***Manufacturing Herbal Medicines***

#### Download

*Plant Medicine–Making* by Isla Burgess including ‘A Treasure Chest of Herbal Recipes’

#### Required Texts

*A Herbalist’s Medicine Making Workbook* by Gilian Painter and Kate Robertson.

(Copies available from Gilian at [gilian@ihug.co.nz](mailto:gilian@ihug.co.nz) or 651 West Coast Road, Oratia).

There maybe other manufacturing books available in your country. For example Rico Cech *Making Plant Medicine*

- ***Understanding Plant language***

### **Required Texts**

*'Weeds Heal* by Isla Burgess

(Available from ICOHM at a cost of \$30.00 plus P&P)

- ***Herbal Medicine, Children and Babies***

### **Useful Texts**

*An Encyclopedia of Natural Healing for Children and Infants*

By Mary Bove, ND

*Materia Medica of Western Herbs* by Carole Fisher

(Copies can be ordered from Vitex Medica, P.O. Box 1317, Nelson. [calendula@xnet.co.nz](mailto:calendula@xnet.co.nz) )

*Making Plant Medicine* (2<sup>nd</sup> edition) by Richo Cech or *The Herbalists Medicine Makers Workbook* by Gil Painter and Kate Robertson

## **Diploma in Herbal Medicine (Non-clinical)**

**A TWO year programme.**

### **Year One**

**Includes all the units under 'Individual Unit Study' excluding 'Herbal Medicine, Children and Babies' and including Materia Medica**

### **Materia Medica**

#### **Required Texts**

*Materia Medica of Western Herbs* by Carole Fisher

(Copies can be ordered from Vitex Medica, P.O. Box 1317, Nelson. [calendula@xnet.co.nz](mailto:calendula@xnet.co.nz) )

**For this Diploma you also need to have completed Health Sciences to include *Anatomy and Physiology*. This can be**

**studied locally or through the website – a two year programme.  
Details available from the College.**

## **Year Two – Gathering Knowledge**

### **Case-Based Herbal Therapeutics**

#### **Each student will require the following resources**

- **Summary of Herbal Actions** - with course documents – download
- **Medicinal Plant Constituents and Pharmacology**

#### **Required Texts**

*The Constituents of Medicinal Plants* by Andrew Pengelly or similar.

*Principles and Practice of Phytotherapy* by Simon Mills and Kerry Bone

- **Nutrition** – with course documents - download

#### **Required Texts**

*The Nutrient Bible* by Henry Osiecki or Equivalent

*Fats that Heal and Fats that Kill* by Udo Erasmus

- **Herbal Therapeutics** – with course documents - download

#### **Required texts**

*Principles and Practice of Phytotherapy* by Simon Mills and Kerry Bone

*Women, Hormones and the Menstrual Cycle* by Ruth Trickey

*The Herbal Menopause book* by Amanda McQuade Crawford

- **Herb/Drug Interactions** – with course documents – download
- **Differential diagnosis** – with course documents – download

#### **Other Textbooks**

**Merk Manual (which is also available on-line).**

## **Approach to gathering knowledge in Year Two**

Each student has their own tutor.

The study year has two 16 week Semesters from March through to June and August through to November.

Each Month there is an overall plan of work for each student to work through. If more than one student is working at the same pace then they can work together assisting each other with required information. It is case-study based and the student's research will include all subjects.

To complete the Diploma in Herbal Medicine (non-clinical) the student completes

- Research and Evaluation
- Final paper on a subject of your choice. (From 2012)

## **Year Three – Gathering Wisdom**

The college will work with each student to find a practitioner to work with to complete clinical training hours. On completion a Diploma in Clinical Herbal Medicine will be awarded. There are many avenues globally that could then be pursued for Post Graduate degree study if required.

**Year Three course requirements to fulfill**

### **Minimum 300 hours of client based supervised clinical work**

**Including**

**Case note taking and physical exam**

**Minimum 50 Supervised Case Studies**

**Minimum 5 Case observations**

**Minimum 5 in clinic supervisions** with a qualified practitioner Reports sheet provided

## Who are the tutors?

**ISLA BURGESS** MSc. Dip. PE; DipTchg; DipHerbMed; MNZAMH;

### Director

Isla is currently researching the development and application of a new methodology for the assessment of the qualities that plants possess. She recently completed a MSc in Holistic Science through Schumacher College, Devon, England as she felt this would offer a deeper understanding of living in relationship with our world and in particular her relationship with the plant world.

An inspiring teacher, Isla has been an educator for the past 40 years, firstly as a teacher of Science and Biology and then as Director of the International College of Herbal Medicine (2000-2010) and Director of the Waikato Centre for Herbal Medicine, Waikato, New Zealand (1990-2000). She is also an experienced herbal medicine practitioner and has presented at conferences both in New Zealand, Australia, Canada and the United States.

More recently the description of 'Wild and Medicinal Plant Conservationist' aptly describes her concerns. She is the interim convener for the International Research Group for the Conservation of Medicinal Plants ([www.irgcmp.org](http://www.irgcmp.org)) and has appeared in two recent documentaries 'Earth Whisperers Paptuanuku' (New Zealand) and Numen (USA). She is the author of 'Weeds Heal. A Working Herbal'.

Isla tutors Manufacturing, Plant Language.

**NICKY BAILLIE** MBChB; Dip HerbMed; MNZAMH.

### Medical Director

Nicky graduated from Auckland Medical School, New Zealand in 1992 and completed her training at Whakatane Hospital. She worked as a General Practitioner and medical herbalist at Bethlehem Medical Centre, Tauranga, NZ for 10 years. She has a Diploma in Herbal Medicine from Waikato Centre for Herbal Studies, and now lectures there regularly. She has done original clinical research in herbal medicine and speaks regularly at medical conferences on herbal medicine both nationally and internationally.

Nicky tutors Materia Medica and the course uses many of her papers as reference material.

**AMANDA MCQUADE CRAWFORD BA; MNIMH.**

Amanda received her BA in Medieval History from Vassar College and a Diploma in Herbal Medicine from England - becoming a member of the National Institute of Medical Herbalists in 1986. She currently is in private practice in Ojai, California where she integrates her knowledge and clinical experience of herbs and nutrition with stress management, common sense, and an awareness of the role that spiritual well-being has on health. Amanda is a well known international public speaker and author.

She has more than 20 years experience in clinical herbal medicine and is a founding member of the American Herbalists Guild and the founder of the National College of Phytotherapy in New Mexico. She serves on numerous professional advisory boards and scientific review panels including The American Herbal Pharmacopeia and is the author of 'The Herbal Menopause Book' and 'Herbal Remedies for Women'.

Amanda wrote "Understanding the Craft of Herbal Medicine" and some reference materials for Year Two.

**GILIAN PAINTER, B.A; Dip. ED; Dip. Teaching.**

Gilian Painter took her degree and diploma at Auckland University, New Zealand and has taught in England, Switzerland and New Zealand . She has been growing and using herbs in her garden for more than 40 years and has a keen interest in the plants, their history and uses. At one time she had more than 200 different species growing. She wrote *Herb Garden Displayed, Oldfashioned and Unusual Herbs* and *A Herb Cook Book*

In the early 1990s she began teaching Botany for Identification and History and Philosophy of Herbal Medicine at South Pacific College of Natural Therapeutics, and with Carole Fisher, authored and published the *Materia Medica of Western Herbs for the Southern Hemisphere*, in 1995. Later she wrote *A Herbalist's Medicine Making Workbook* for her classes in Making Herbal Medicines. She also taught those subjects at Wellpark College and is still teaching a correspondence course in Botany for Identification for the Waikato Centre. This year she hopes to finish her last book on History and Philosophy and spend more time in the garden.

Gilian is the tutor for 'Botany' and 'History and Philosophy of Herbal Medicine'.

## **VALMAI BECKER** Naturopath and Registered Medical Herbalist

My passion for natural medicine has spanned 30 years. It is a career and life-style that has enriched my life and woven a structure that integrates a mind-body approach to achieving and maintaining wellness.

I have had eight years of clinical practice as a Naturopath & Herbalist and from 1988 to 2005 I was the owner, course director and curriculum writer for Canterbury College of Natural Medicine. In 1992 I developed a Diploma in Clinical Herbal Medicine and a Certificate in Herbal studies in 2001. Curriculum writing of herbal medicine has allowed me to explore a modern approach to clinical herbal medicine with a respect for the traditional philosophies of herbal medicine. I am a feature writer for 'Avena' the professional journal of the New Zealand Association of Medical Herbalists.

Currently my main focus is the development of a medicinal plant farm called Phytofarm on my 30 acre property. [www.phytofarm.co.nz](http://www.phytofarm.co.nz) The main objective of Phytofarm is to run educational workshops on herbal medicine that brings the garden pharmacy of healing plants into the daily lives of people. I also run 'Wellness Retreats' that focus on holistic approaches to healing.

Valmai tutors Year Two.

## **TONYA LEMOS AHG**

Tony(a) Lemos directs and teaches at Blazing Star Herbal School in Western MA. After studying studied Natural Therapy at Raworth College in England, where she grew up. She apprenticed with Susun Weed and several other North American Herbalists. She has worked as an herbal formulator for Wise Way Herbals. She also maintains a clinical aromatherapy and herbal practice. She is vice president of the North East Herbal Association. Tony(a) writes for many herbal and food related journals and is the editor of 'A Cure for What Ails' a compilation of all our cultural richness put together by her community. Tony(a) also is on the faculty at the Ct Institute of Herbal Studies and has taught at the Women's Herbal Conference, The Healing with Flowers Conference, The North East Aromatherapy Conference, The Belly Conference and Green Nations Gathering.

A lover of real food, she organizes the local chapter of the Weston A. Price Organization, bringing together community through local food activism.

Website: [www.Blazingstarherbalschool.org](http://www.Blazingstarherbalschool.org)

Tony(a) tutors the unit 'Herbal Medicine, Children and Babies'

**CAROL BURGESS** B. Hort. Sci; Dip TEAFL; Dip Herb Medicine (Hons); MNZAMH.

Carol graduated from Lincoln College with a Bachelor of Horticultural Science degree and worked for several years in the Horticultural industry. Carol has a TEAFL Diploma and for several years taught English to foreign students, before embarking on the study of herbal medicine. Carol studied under Isla Burgess at Waikato College of Herbal Medicine in Cambridge and had the privilege of spending many hours working in the herb garden at the College. Carol has been in private practice as a Medical Herbalist since her graduation in 2002 and is a professional member of the New Zealand Association of Medical Herbalists. She taught Materia medica at Well Park College of Natural Therapies in 2003. Carol has a small herb garden & a son who loves to help her.

Carol tutors Understanding the Craft of Herbal Medicine, Grass Roots Herbal Medicine and is the Admin person.

## ELIGIBILITY FOR ENROLMENT

*ICOHM Subscribers* is available to all.

The individual units are available to all.

All other students interested in the two or three year programme will need to either

- have studied undergraduate courses in health sciences

OR

- study concurrently undergraduate courses in health sciences with Year One

**All Prior learning is considered.**

## ACCREDITATION and CONTINUING EDUCATION HOURS

The three year course has been accredited currently by the New Zealand Association of Medical Herbalists for Professional Membership.

The NZAMH is seeking registration under the Health Practitioners Competency and Assurance Bill in NZ. This process could take several years.

If and when it occurs it is possible, the NZAMH has intimated that it would only accept degree courses for accreditation.

The three year course is established to encompass guidelines set out for Professional membership by

American Herbalists Guild and the Ontario Herbalists Association.

## **UNIT DESCRIPTIONS and COURSE OUTLINE**

### ***ICOHM Subscribers***

Anyone can opt in for this option. It provides the subscriber with access to the diverse range of resources the college has on-line. It also provides the subscriber with FOUR webinars run by some of the most experienced clinical practitioners in the US, Australia and New Zealand. You do need to sign up for a year.

**Individual unit study - can be studied by anyone.**

**It is about 'Gathering Information'**

### ***Grass Roots Herbal Medicine – an Introductory Unit.***

Grass roots Herbal Medicine is a 6 week introductory course.

It is:

- For anyone starting out and wanting to learn the basics
- A place to begin a journey for those with no prior Herbal Medicine learning who are enrolling in Year One of the Diploma(s) in Herbal Medicine.

This unit has provide a taste of all the other units in Year One - *Botany, Plant Language, History, Materia Medica, Manufacturing and Understanding the Craft of Herbal Medicine* as well a tiny little bit of *Anatomy and Physiology*. I also hope it inspires you to grow plants and continue your learning.

### **At the end of this unit you will**

- know 20 medicinal plants that are easily found or easily grown, intimately.
- begin to build Plant Profiles on a range of easily accessed medicinal plants
- have gained knowledge and resources that enable them to develop effective herbal treatments for everyday health issues.

### ***Botany (50 hours)***

Have you ever wanted to know more about Botany?

Do you need to study Botany as part of your herbal medicine qualification?

This is a practical unit on how to look at plants in a detailed scientific way, to understand what you see and make connections between plant families. It also involves growing some herbs and learning about Botanical names.

**At the end of this unit you should be able to**

- understand the importance of botanical names, their derivation, and how they should be written and pronounced
- use botanical resources to identify unknown plants
- recognise and identify the large divisions of the plant kingdom
- understand the morphology of plants and recognize major herb plant families
- understand how to use a botanical key
- know how to grow from seed cutting and root division
- recognise the annual life cycle of herbs and know how to grow them in the garden
- prepare herbarium specimens

***History and Philosophy of Herbal Medicine (20 hours)***

Historically what ideas contribute to the difference between herbal medicine and allopathic medicine?

What is the 'Vital Force'?

Who are the important historical figures?

At the end of this unit you should know something of

- the development of Herbals
- the contribution of herbal medicine to other sciences
- the influence of ideas such as the Four Humours and the Doctrine of Signatures on herbal medicine
- The development of the philosophy of Western Herbal Medicine

***Understanding the Craft of Herbal Medicine (80 hours)***

Detailed information on therapeutic actions, pharmacology, formulas and dosing in herbal medicine. This Unit will cover both the traditional view of therapeutic actions of herbs and the rationale from a scientific perspective. Basic herbal

pharmacology, individualising formulas, approaches to dosing and methods of dispensing will also be included.

**At the end of this unit you should** be able to prescribe individual formulas and dose appropriately.

### ***Manufacturing Herbal Medicines (30 to 50 hours)***

A detailed step by step guide on how to make a range of herbal medicines including:

#### **Preparations For Internal Use**

Teas, Infusions, Decoctions, Vinegars, Tinctures, Juices, Honeys, Syrups

#### **Preparations For External Use**

Oils, Ointments – Salves, Skin Creams, Lotions, Baths, Compresses, Gargles And Mouthwashes, Inhalations, Poultices

Also as part of this preparations guide you will be able to download '**The Treasure Chest of Herbal Recipes**' including a range of innovative and unique ways of using plants as medicines.

### ***Understanding Plant language (10+ hours)***

A Practical guide to understanding plant language.

You will work with several plants together with your tutor building up keys to insights into the culinary and medicinal uses of the plant, how it can best be prepared, on what part of the body it is likely to have an effect and for how long it should be used.

### ***Herbal Medicine, Children and Babies***

Beginning with pre-conceptive health-care and continuing throughout childhood we will explore how to raise healthy children and improve immune system function. This unit will cover common and some less common childhood illnesses by studying the etiology (cause), symptomology, and progression as well as short and long term treatment plans. Guidelines for when medical attention should be sought will also be covered.

We will cover appropriate dosage for babies and children, methods of administration, creative medicine making and in depth Materia Medica of 15-20 commonly used herbs for children.

Individual formulation will also be covered.

An excellent guide to using herbs at home for your family.

## **Year One**

**Includes all the units under 'Individual Unit Study' excluding 'Herbal Medicine, Children and Babies' and including Materia Medica**

### ***Materia Medica (160 hours)***

This Materia Medica was prepared by Dr. Nicky Ballie and includes her invaluable clinical comments. It includes 20 detailed herb profiles with a clinical therapeutic focus and Research reviews, a clinical appraisal of a further 20 herbs and a therapeutic comment on a further 60-70 herbs. Students will use and expand on some of the herb profiles given, use a selection of herbal medicines provided by the College and submit evaluation reports.

**At the end of this unit you should** have a working knowledge of 40 commonly prescribed herbs and be familiar with the main therapeutic uses of those herbs, contraindications, safety, dosing and interactions. They will also be actively involved in prescribing 10 of the herbs studied.

### ***Health Sciences***

**Anatomy and Physiology Outline available from ICOHM. Full Course offered on-line through the ICOHM website**

## **Year Two**

### **Case Based Herbal Therapeutics**

Throughout this Year the following aspects of herbal medicine will be covered by way of case study based individual/study group research.

Medicinal Plant Constituents and Pharmacology

Nutrition

Herbal Therapeutics

Herb/Drug Interactions

Differential diagnosis

**Year Three - Clinical Year**

**Details above.**

**How many hours of study time per week will be required for the Herbal Medicine programme?**

**Year One**

**Allow 15 hours per week minimum. Some students may also need to be completing their Health Sciences requirement.**

**Year Two**

**This is a full time study Year.  
Allow 25 to 30 hours per week.**

**Year Three**

**Arranged with Supervisor.**

**TIMETABLE**

**Year One Individual Units can be studied**

<p><b>Semester One</b></p>	<p><b>Grass Roots Herbal Medicine Botany Plant Language Understanding the Craft of Herbal Medicine</b></p>
<p><b>Semester Two</b></p>	<p><b>Materia Medica Manufacturing Herbal Medicines History and Philosophy of Herbal Medicine Individual Plant Study (students currently enrolled prior to 2011)</b></p>

**Year Two Full Time Year**

Study Programme is available on-line.

**Year Three Full Time Year****ENROLMENT PROCEDURE**

Enrolment can best be done through the web site of the International College of Herbal Medicine at [www.HerbCollege.com](http://www.HerbCollege.com); click on HOW TO ENROL from the menu bar. Prospective students are requested to familiarize themselves with the curriculum, tutors, and web site of the College, and follow these steps on line.

- 1) Read Eligibility for Enrolment and Course Outline
- 2) Read Payment options
- 3) Read the Policies and Procedures
- 4) Read Terms and Conditions of Enrolment
- 5) Complete the Enrolment Questionnaire and Agreement.

Students will receive confirmation of their application by e-mail together with a 'Getting Started' attachment.

**COURSE FEES AND PAYMENT OPTIONS****NOTE ON SECURITY**

When students log on to the College CAMPUS through [www.HerbCollege.com](http://www.HerbCollege.com) a closed padlock in the grey status bar at the bottom of your browser will appear. This means the CAMPUS application is protected by one of the highest levels of security available on the Internet - all of the student areas are now strongly encrypted (128-bit encryption) to prevent unauthorised access. This is in addition to the username/password security already in place. ENROLMENT applications are protected by a digital certificate which guarantees that your records will only go to icohm's web server. You can check the certificate information by double-clicking on the padlock in the status bar (Internet Explorer) or the "Security" button in the Netscape menu bar.

**PAYMENT**

Fees can be paid by Paypal, Direct Credit, Cheque (New Zealand only or by arrangement), Bank Draft, or Cashier's Check in the currency of the student's residency. Please allow 5-10 days for clearance for other than New Zealand cheques.

NB If you are from other countries please request fee details.

**FEES**

**Website Subscribers** (US,CAN,AUS,NZ) \$10.00 per month by A/P to PayPal (must sign for a year) or \$110.00 total on registration.

**YEAR ONE COURSE FEES** (US,CAN,AUS,NZ) \$3,300.00

**YEAR TWO COURSE FEES** (US,CAN,AUS,NZ) \$3,950.00

**YEAR THREE COURSE FEES** Personal Arrangement with Supervisor

**Year One INDIVIDUAL UNITS (US, AUS, CAN, NZ)**

**Grass Roots Herbal Medicine**

\$540.00

**Botany**

\$540.00

**Plant Language**

\$300.00

**Understanding the Craft of Herbal Medicine**

\$540.00

**Manufacturing Herbal Medicines**

\$400.00

**Materia Medica.**

\$600.00

**History and Philosophy of Herbal Medicine**

\$440.00

**Herbal Medicine, Children and Babies**

\$540.00

**POLICIES AND PROCEDURES**

**WHAT YOU CAN EXPECT FROM THE INTERNATIONAL COLLEGE OF HERBAL MEDICINE**

The College will to the best of its ability:

- maintain high standards in the provision of its educational programme by ensuring that the tutors are experts in their field and the course work suited to the undergraduate.
- ensure that the student is supported in their study
- provide the best security cover possible through Internet Technologies
- ensure that student details are confidential as part of the best security possible
- promote humane, environmentally safe and ecologically sound practices

It is not the intention of the College to:

- pass on its mailing list
- be aligned with or promote any proprietary products.

The student is requested to:

- not reproduce course work for any purpose other than for personal use as it is the property of the College
- complete the Unit or course in the time allocated, if due to illness or other emergency, a request for deferment may be made to the College together with an appropriate certificate, and the unit or course continued the next time it is offered. A fee will be required to cover this
- show respect towards other students, their opinions and practice
- **TREAT ALL CASE STUDY MATERIAL AS CONFIDENTIAL AND NOT TO DISCUSS THESE OUTSIDE OF COLLEGE MEMBERSHIP**

### **ASSESSMENT**

Assessment will be through the project work associated with each unit or year, active participation in the discussion group, the preparation of a final paper, attendance at the seminars and the final clinical assessment.

- C - Complete pass
- PP Partial Pass - Unit or Course requirements are incomplete
- RU The Unit or project work or Course needs to be repeated

### **WITHDRAWAL FROM OR POSTPONEMENT OF STUDY**

Once a student has access to a Unit or Course for which they have enrolled there will be no refund. If the student has a valid reason for postponement of their study, they need to apply to the College **IN WRITING** and may be granted up to one years leave. If the student has a valid reason for withdrawing from the course they must do so **IN WRITING** three weeks before beginning their study. Up to 75% of the remaining Course fees can be refunded depending on the particular case.

### **CROSS CREDITS**

**All students are eligible to apply for cross crediting prior study.**

### **REPEAT STUDY POLICY**

If a student does not complete a course of study in the year of enrolment then a proportion of the fees up to 50% for that year will be charged. This will be worked out on a case by case basis.

### **PART TIME STUDY**

If fee payment is divided over two years then a 10% additional cost will be added.

If fees are paid at the beginning of the course then there is no extra charge.

### **FULL TIME STUDY**

To extend the study time from one to two years a proportional fee surcharge on an individual basis will be incurred.

### **INSTALLMENTS**

Some students request payment by installments. This option is not available.

### **APPEALS**

The College operates on the following appeals procedure; Firstly contact the College and explain what the problem is and it maybe resolved easily. If that is not sufficient then a time to talk with the Director will be arranged. If necessary then other tutors or an external advisor will be contracted and a resolve decided on which will be final.

### **CHANGES TO COURSE STRUCTURE**

The course curriculum will develop and respond to the changing needs of the medical herbalist and health practitioner. The College reserves the right to alter the content, tutors and fees of any course or Unit.

Students will be informed by E-mail of any changes. If there are insufficient numbers for any Unit or Course the College reserves the right to cancel or postpone that Unit/Course in consultation with the appropriate tutor.

## **TERMS AND CONDITIONS OF ENROLMENT**

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The International College of Herbal Medicine, its logo, the course content are all subject to copyrights.

By enrolling in the International College of Herbal Medicine you hereby confirm and agree that you automatically accept the terms and conditions set out below as the Terms and Conditions of your enrolment. This is a legal agreement between you, the student and the College.

1. That you will not reproduce in any manner or for any purpose the information written or otherwise which constitutes the content of the courses. You may download and copy all material for your personal use.  
The College and/or its mentors own all course material.
2. That you will not pass on any names or E-mail addresses or E-mails to any other person or group.
3. That you do not use the Clinical Discussion Group or the College to advertise any proprietary products, goods or services.

4. That you will complete the Units/Coursework in the time allocated (if due to illness or other emergency, a request for deferment may be made to the College together with an appropriate certificate, and the course continued the next time it is offered.) A fee will be required to cover this.
5. That you complete project work for each Unit/Course by the requested date
6. That you show respect towards other students, their opinions, practice and privacy
7. That you treat all case study material as confidential and not to discuss these outside of College membership
8. That you accept the statements made under 'Policies and Procedures' in regard to; Assessment, Withdrawal Procedures, Repeat Study Policy, Appeals and Changes
9. That you will not engage in 'spamming' or any other activity that could result in system overload or system crash
10. That the College reserves the right to refuse enrolment to an applicant without necessarily giving reasons for doing so.
11. That the College maintains high standards in the provision of herbal education by ensuring that the tutors are experts in their field
12. That the College provides the best Internet security possible
13. That the College ensures that student details are confidential as part of the best security possible
14. That the College promotes humane, environmentally safe and ecologically sound practices
15. That the College will not be responsible for anything beyond its control which may affect the operation of the agreement
16. That this agreement be construed in accordance with the laws of New Zealand

NOTICE OF DISCLAIMER TO ALL STUDENTS AND VISITORS TO THE WEBSITE OF THE INTERNATIONAL COLLEGE OF HERBAL MEDICINE  
The International College of Herbal Medicine confirms and declares that at no time and under no circumstance, will the College or anyone connected with the College, accept responsibility or can they be held responsible for, any claim or damage from action carried out, or from advice given by any student or ex-student whether directions given in the course are carried out or not.

## **ENROLMENT**

For further information and enrolment form visit our web site

[www.HerbCollege.com](http://www.HerbCollege.com)

click on HOW TO ENROL or email us at [Info@HerbCollege.com](mailto:Info@HerbCollege.com)

email [admin@HerbCollege.com](mailto:admin@HerbCollege.com)