

**INTERNATIONAL COLLEGE OF HERBAL MEDICINE**

**Three Year Diploma in Clinical Herbal  
Medicine**

**PROSPECTUS 2017/18**

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## Introduction

The International College of Herbal Medicine is introducing an approach to clinical training that is available to people in most western countries in the world.

It includes partial on-line and partial on-ground study options with a local internship type clinical training in the Third Year with an approved practitioner. in the student's country.

**\*\*\*PRIOR LEARNING IS CONSIDERED IN ALL CASES\*\*\***

## The Three Year Diploma in Clinical Herbal Medicine includes:

### Year One

All students need to have studied or concurrently be studying Health Sciences (Anatomy and Physiology) to Nursing standards, or a local equivalent course in the student's country. A 2 Year on-line course to nursing standards can be studied through ICOHM's website.

### There are 2 options for Year 1 study

**Option One** Combining on-ground (in the students country) and on-line study

**Option Two** All on-line study

**All of the options need to include Year 1 Core requirements:**

**Year 1 Core requirements are:**

**Introduction to Herbal Medicine including Traditions in Herbal Medicine**

**Manufacturing Herbal Medicine**

**Botany**

**Plant Language**

**Understanding the Craft of Herbal Medicine and Individualised Prescribing**

**Materia Medica**

**For those with a particular interest in Children *the unit 'Herbal Medicine Children and Babies' is an optional extra.***

## Descriptions of Options

**Option One** Combining on-ground and on-line study.

For example a student may study with a local Herbalist an introductory course that includes local Traditional Herbal Medicine and some local Materia Medica and complete the remainder on-line.

**Option One (2)** All on-ground study to cover all of what is included in Grassroots Herbal Medicine, Manufacturing Herbal Medicine, Botany, local traditional Herbal Medicine and possibly Plant Language. They would then complete Materia Medica and Understanding the Craft of Herbal Medicine on-line.

OR if in Wanaka – ALL on ground. The whole of Year One is covered by The Traditions, Art and Science of Herbal Medicine, TASHM One and Two (includes some on-line study).

**Option Two** All on-line study for all Year One units.

## Prior Study Guide

**Introduction to Herbal Medicine. This could be** - On-line ICOHM unit 'Grassroots Herbal Medicine' and 'Manufacturing Herbal Medicine', in Canada 'Foundations in Herbal Medicine' as taught by Danette Steel), on ground 'The Traditions, Art and Science of Herbal Medicine' TASHM Wanaka, NZ. – there are many more including apprenticeship type training such as that offered by Valmai Becker at Phytofarm near Christchurch, New Zealand and Blazing Star College as taught by Tonya Lemos in Massachusetts, US.

***Each student is encouraged to actively participate in local weed walks or foundations courses, grow their own herbal gardens or work in one.***

The other areas required for Year One study that may be included in the above are as follows. These are available on-line as individual units ;

- *Manufacturing Herbal Medicine, Botany, Traditions in Herbal Medicine (in TASHM) and Plant Language.*

## Compulsory Units

All Year One students are required to study either on-line or on ground in Wanaka (TASHM 2) see Unit Descriptions;

- *'Understanding the Craft of Herbal Medicine and Individualising Prescribing' as well as Materia Medica on-line.*

## Year Two

There are 32 Case projects and in my experience this seamless (that is no separate subjects) prepares the student well for Clinical Practice. (Minimum 320 hours)

### Approach

Using the current ICOHM Year Two approach, the course can be studied ALL on line the student works on each case Project (there are 32 each taking a week at approx 10-15 hours preparation and research)

## Year Three - Clinical Practice

**All students complete Minimum 300 hours of clinical work to include ;**

- Case note taking and physical exam
- 50 Supervised Case Studies or shared 'buddy system' Casework.
- Minimum 5 Case observations
- Minimum 5 in clinic supervisions with a qualified practitioner
- Research and Evaluation – paper submitted to the College
- Final paper on a subject of the student's choice – submitted to the College
- 5 Complete Cases studies from the Students own Cases – submitted to the College ( if not on-ground in NZ)
- One of these to be Videod and submitted to the College or viewed by the College directly (if not on-ground in NZ).
- Establishment of systems
- Discussion of Ethics
- Establishment of Dispensary (Posology)

All will have access to ICOHM's files

## Clinical Case work

The student/ College locates a suitably qualified local practitioner in their country to work with as an intern or to have their Cases overseen/discussed. The above list is to be included.

**\*\*\*There are many avenues globally that could be pursued for Post Graduate degree study if required.**

- 'ICOHM Subscribers' is an available option for all students. It provides the subscriber with access to the diverse range of resources the college has on-line. It also provides the subscriber with webinars run by some of the most experienced clinical practitioners in the US, Australia and New Zealand. Signing up separately is required for no extra cost.

- There are several individual units at a post graduate level for on-going Herbal Medicine study– see Post Graduate Study Prospectus.

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

All students will enroll in the on-line College and have access to the on-line campus.

It is here that they access their course materials, the resources and Library and Discussion groups. Communication with tutors is **best via 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,

The college will work with each student to find a practitioner to work with to complete clinical training hours in Year Three. On completion a Diploma in Clinical Herbal Medicine will be awarded.

## 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 webinars (five to date) 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.

### **Year One Units (Also available as Individual Units)**

***When applying for prior learning consideration please check that your prior learning covers what each unit includes.***

**This Year is about ‘Gathering Information’**

***Grass Roots Herbal Medicine – an Introductory Unit. (Hours required will be variable but 60-90 hours is a guide).***

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 in Clinical Herbal Medicine.

This unit provides 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

### ***Understanding the Craft of Herbal Medicine* and Individual Prescribing (60 hours) Required by all students**

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 are also included. Current Issues of Sustainability and Quality Herbal Medicine and Research into Plants as sentient and aware life forms are discussed.

**At the end of this unit you should** be able to prescribe individual formulas and dose appropriately and be more aware of the issues facing the use of Herbs as Medicine in the 21<sup>st</sup> Century.

### ***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 (Optional extra)***

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.

***The Traditions, Art and Science of Herbal Medicine Part One  
(210-330) hours  
(First weekend Plant Immersion, Incubation and Inspiration  
required then optional on-line or on-ground).***

**A six month course for anyone wanting to know more and/or deepen their  
connection with Medicinal Plants**

It is more than a correspondence or on-line course focusing on 'Plant Profiles' in that you will learn how to trust yourself and your connection with the plants . By enrolling in this course you also have automatic access to the College Subscribers Library for two years.

Who will benefit by enrolling in this course?

- ♣ If you would like a deeper connection with the natural world
- ♣ If you would like to explore 'Earth/Plant Directed learning' to trust yourself in the knowledge gained
- ♣ If you are beginning your study of medicinal plants or know a lot about plants but have little connection
- ♣ If you are wanting to know more about how to use the plants and/or weeds growing in your garden or environs
- ♣ If you would like to know more about how to treat common illnesses experienced by your family and friends
- ♣ If you would like to know more about quality, efficacious, easily prepared herbal medicines
- ♣ If you would like to know where to go to find good information and begin to build your own library of trusted references
- ♣ If you would like to know more about 'Bio-Cultural Diversity' and Holistic Science, Biomimicry and different ways of seeing. Chaos, complexity and their role in health.

The course is unique and while it will incorporate other units offered (Grassroots Herbal Medicine, Plant Language, Manufacturing Herbal Medicines), it is more than these put together.

### How it works?

There will be 6 areas of focus, one for each month. It is best to work through these sequentially. Each area will include;

- ♣Background reading
- ♣Research
- ♣Participation
- ♣Collaboration
- ♣Inspiration- developing a unique project that is of value to you.

Course Outline on request and all guidelines and extra directions are also provided on-line

### **On-ground Option for Year One following TASHM.**

**TASHM Part 2** Includes both on-line and on-ground to cover *Materia Medica, Understanding the Craft of Herbal Medicine and Individualised Prescribing (160+ hours)*

### **Year One Required by ALL students either on-line or in TASHM 2**

***Understanding the Craft of Herbal Medicine and Individual Prescribing (80 hours)*** (*See above*)

#### ***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 to 2000. A clinical appraisal of a further 20 herbs and a therapeutic comment on a further 60-70 herbs is given. Students will use and expand on some of the herb profiles given, research more recent reviews 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.

#### ***Health Sciences***

**Anatomy and Physiology Outline available from ICOHM. Full Course offered on-line through the ICOHM website by the Tutor Linda Kloosterman. Arrangements are made directly with her.**

## Who are the tutors?

**ISLA BURGESS** MSc. DipTchg; DipHerbMed; FNZAMH;

### Director

As a researcher, teacher and practitioner with 40 years experience, I offer this course in Clinical Herbal Medicine.

I am told I am an inspiring teacher and I have 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 (2000-2015) and Director of the Waikato Centre for Herbal Medicine, Waikato, New Zealand (1990-2000). As an experienced herbal medicine practitioner with over 35 years experience I have presented at conferences both in New Zealand, Australia, Canada and the United States.

In 2009 I completed a MSc in Holistic Science through Schumacher College, Devon, England as I felt this would offer a deeper understanding of living in a participatory relationship with our world and in particular my relationship with the plant world.

I currently offer workshops and courses locally including 'Plant Immersion, Incubation and Inspiration', and this course..

Websites :

International College of Herbal Medicine [www.HerbCollege.com](http://www.HerbCollege.com)

Blog [www.islasite.wordpress.com](http://www.islasite.wordpress.com)

Being a part of two recent documentaries 'Earth Whisperers Paptuanuku' (New Zealand) and Numen (USA) has been a pleasure and I am the author of 'Weeds Heal. A Working Herbal'

Isla tutors Manufacturing, Botany, Plant Language and TASHM and Year Two. I oversee Year Three.

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

Carol graduated from Lincoln College with a Bachelor of Horticultural Science and worked for several years in the Horticultural industry. Carol has a TEAFL Diploma and for many years taught English to second language learners, before embarking on the study of Herbal Medicine. Carol studied under Isla Burgess at Waikato Centre for Herbal Studies in Cambridge and had the privilege of spending many hours working and learning in the herb garden at

the College. Carol has been in part-time private practice as a Medical Herbalist since her graduation in 2002 and is a member of the New Zealand Association of Medical Herbalists. She taught Materia medica at Well Park College of Natural Therapies in 2003.

Outside of work, Carol enjoys spending time in her organic herb garden, getting out on her mountain bike & sharing time with family and friends.

Carol tutors Materia Medica, Understanding the Craft of Herbal Medicine, Grass Roots Herbal Medicine.

**DR NICKY BAILLIE, Medical Advisor.**

MBCbB, FRNZCGP, Dip. Herb. Med, NZAMH, Dip. Int. Psych

Nicky graduated from Auckland Medical School in 1992 and extended her studies with a Diploma in Herbal Medicine from the Waikato Centre for Herbal Studies in 1996. For 10 years she worked in Tauranga as a General Practitioner and Medical Herbalist, combining conventional medicine with herbal and nutritional medicine.

She also has an Advanced Certificate in Natural Fertility Management. Nicky teaches and presents regularly on herbal medicine to both professional audiences and the general public.

Nicky extended her studies in Mind Body Medicine in the United States in 2004. She also completed a Diploma in Integrative Psychology (Hakomi) in 2008, a form of Mind Body psychotherapy, and achieved certification as a Hakomi therapist in 2013. Nicky now practices Integrative Medicine in Auckland, NZ. She is passionate about plants, plant medicine, and mind body medicine. She believes that embracing the physical, mental, emotional, spiritual and environmental is essential for optimal health.

Nicky wrote the Materia Medica and the course uses many of her papers as reference material. She tutors 'Working with People with Cancer' a Post Graduate unit.

**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 co-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 Manufacturing Herbal Medicines. She also taught those subjects at Wellpark College.

Gilian prepared the unit for 'Botany' . This is now (by request from her ) tutored by Isla Burgess.

**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 plant-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.

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 when required.

## TONYA LEMOS AHG

Tony(a) Lemos directs and teaches at Blazing Star Herbal School in Western MA. After studying 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. 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'

## LINDA KLOOSTERMAN

### **BSc (Biology), NZCS (Chemistry), Dip Herb med (Hons)**

" I have a background in Science and Herbal Medicine, and I have been teaching Anatomy & Physiology to nursing students, beauty therapy students and students of Herbal Medicine for the past 15 years. The wide range of talented students that I teach have helped me to develop teaching strategies that suit different learning styles and needs. I thoroughly enjoy teaching ICOHM students."

Linda uses our website to deliver an excellent course "The A and P content is written at the **same original content level and standards** as the Bachelor degrees offered at Level 7 for Nursing and for the Bachelor in Health Science (natural therapies - SPCNT), but the unit standards that the A and P course was written to meet have expired and have not been replaced nationally. Having taught A and P on both the nursing degree (at Wintec in Hamilton NZ) and at WCHM – I am more than confident that the course content is sound and comprehensive".

## ELIGIBILITY FOR ENROLMENT

*ICOHM Subscribers* is available to all.

The individual units are available to all.

All other students interested in the 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**

This is a flexible and innovative approach to training.

At present any person is able to apply to the New Zealand Association of Medical Herbalists for Professional Membership and they consider applicants on a Case by Case basis. ICOHM provides guidelines for that.

Like Professional Membership of the American Herbalists Guild can be applied for and the Ontario Herbalists Association accepts our students directly. (Do contact us for up to date information though).

In New Zealand NZQA acceptance will NOT be sought and therefore no Student Loans will be available.

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

It would be reasonable to expect that 10-15 hours per week generally will be required.

## **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.

### FEES

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

**Website Subscribers (US,CAN,AUS,NZ) USD25.00 per Year**

**YEAR ONE COURSE FEES (US,CAN,AUS,NZ) (In the currency of the student)**  
\$2875.00

**YEAR TWO COURSE FEES (US,CAN,AUS,NZ) \$4500.00 (in the currency of the student)**

A two installment plan is offered

First Installment \$3000.00 on Registration and Second \$1990.00 . Details from the college.

**YEAR THREE COURSE FEES \$4950.00.** in the currency of the student.  
If choosing a local supervisor then this will be split between the college (\$2350.00) and the Supervisor (\$2600.00)

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

#### Grass Roots Herbal Medicine

\$575.00

#### Botany

\$575.00

#### Plant Language

\$345.00

**Understanding the Craft of Herbal Medicine**

\$575.00

**Manufacturing Herbal Medicines**

\$460.00

**Materia Medica.**

\$690.00

**Herbal Medicine, Children and Babies**

\$540.00

**The Traditions Art and Science of Herbal Medicine**

**\$1500.00**

**Health Sciences is by separate arrangement with the Tutor.**

## **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 Semesters 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 an 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 to Year One. Two Installments may be available for Years Two and Three.

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