

POLICIES



PROCEDURES



FEES



ETC.



ADMISSIONS, POLICIES, PROCEDURES, AND TUITION

PREREQUISITES TO ENROLL

Certificate or Diploma Program

A student must verify evidence of graduation from high school or evidence of completion of a (GED) General Education Development.

Bachelor of Science in Natural Health

A student must verify evidence of graduation from high school or evidence of completion of a (GED) General Education Development.

Master Level Programs

A student must hold a recognized Bachelor's degree in a natural health field (or its equivalent).

Doctorate Level Programs

A student must hold a recognized Master's degree in a natural health field.

NMD or HMD Programs

These are applicable only to licensed or experienced professionals.

COURSE CREDIT TRANSFERS/ADVANCED STANDING

If a student has completed prior college work that is equivalent to a comparable course, it may be permissible to transfer credit hours into a degree program.

Requirements for transfer are:

- Courses transferred into the Bachelor program must have a Grade of C or better.
- Courses transferred into the Master/Doctorate level programs must have a Grade of B or better.
- Courses which may be transferred must be comparable to the courses in the degree program in which you are applying.
- An Official Transcript must be sent directly to KCNH for review.
- Only credits earned prior to enrollment will be considered for transfer.
- Courses being transferred must come from approved or recognized institutions.
- Each request for transfer is reviewed by an academic committee.

COURSE CREDIT THROUGH LIFE EXPERIENCE/ADVANCED STANDING

In some cases a student may possess life experience, but lack transferable credit hours. In such cases the academic review committee will determine the number of credits allowable. The academic committee may utilize a variety of assessment tools in determining if the life experiences are equivalent to the objectives of a course. Some of the assessment tools utilized may consist of: Subject Challenge Test-Outs, Professional Portfolio Review, Professional Reference Review, and other assessment tools.

LIMITATIONS OF CERTIFICATES, DIPLOMAS, AND DEGREES

Unknown to the public is that a degree from any college (accredited or not) does not guarantee the holder (recipient) any privileged rights, that might conflict with city, state, province, or country codes or laws. Therefore, as it is with other institutions of higher learning. Graduates must understand that a certificate, diploma or degree of any kind earned from "KCNH" shall not be construed as a license and/or certification to practice, consult, or educate others in the field of medicine, naturopathy, homeopathy, herbology, psychology, acupuncture or any other health care modality in any city, state, province or country. Although there usually are not any restrictions to consult with and/or educate others in most cities, states, provinces, or countries, a KCNH degree (or a degree from any institution) does not nullify local laws.

24 HOUR EVALUATION

In order to receive a quick evaluation of your education and life experience, simply fill out (hand-written or typed) the Application/Resume and fax it to us for a decision by phone within 24 hours concerning credits awarded, costs, payment schedule, etc. You may fax the resume to (662) 838-6020.

SAMPLE CATEGORIES FOR LIFE EXPERIENCE CREDIT:

- Career/job-related activities
- Seminars/individual courses
- Military service
- Occupational training
- College course/degrees
- Correspondence courses
- Counseling/Consultation
- Radio/TV experience
- Community volunteer activities
- Authoring of book (s), articles

NOTE: Any such experiences/studies must be documented in writing when submitted. Providing false documentation or information is grounds for immediate dismissal.

DENIAL OF ADMITTANCE INTO A DEGREE PROGRAM

KCNH has the right to deny admittance to any applicant based on the following:

- False statements on application
- Mental Instability
- A history of violent and abusive behavior
- Other reasons or conditions not listed in the aforementioned above

EXPULSION POLICY

KCNH has the right to expel any student for the following reasons:

- Violent & abusive conduct directed toward KCNH faculty or staff
- Mental Instability
- Repeatedly displaying an obstinate (i.e., not able to be taught) attitude
- Other reasons or conditions not listed in the aforementioned above

INDIVIDUALIZED LEARNING APPROACH/HOME STUDY ALTERNATIVE

Programs of study at Kingdom College of Natural Health are designed so courses can be completed with maximum freedom of study and flexibility. When a student enrolls in a program, course assignments and required textbooks are mailed to him/her. When a student completes a course, new materials for the next course will be mailed to him/her. Students are encouraged to contact KCNH by telephone, letter, or email four weeks before the completion of each course. KCNH will in turn ship their next course and textbook without interruption or delay. This method helps a student to maintain his/her momentum, since he/she may be new to the distance education arena. Each course assignment has a due date. This model keeps a student on schedule.

INSTRUCTIONAL METHODS

A doctorate level professor will ALWAYS grade or assess a student's coursework. Unlike some colleges that allow course graders (or grading professors) to hold only an undergraduate degree, this method ensures the best education possible for a student. Moreover, professors only grade coursework in subjects they are proficient in.

EXAMINATIONS

Every college student is concerned about final exams, because their final grade is most likely determined by it. We have learned from experience that many good students actually freeze-up when they realize their final grade will be based on their score on the final exam. Therefore, if a final exam is given for a certain course, it is never more than 3-5 essay questions by open book method and without a proctor. The final exam will only constitute 20% of your final grade. We have taken this stance because the studies at KCNH are so extensive; it seems redundant to allow a final grade to weigh heavily on the results of a final exam.

ADVANTAGES AND SERVICES

Each course assignment is shipped with a textbook included at no extra cost. Therefore, students will not need to purchase a separate textbook. If textbooks were not included, it would cause the student to experience a delay in completing their work in a timely manner. All our textbooks are written by the most competent authors who are experts in their field. Therefore, to offer a degree program at our low tuition rates along with textbooks is an advantage to students. KCNH decided to use this concept since its leaders have many years of experience in the field of distance/nontraditional education. Furthermore, these leaders/teachers have successfully mentored and graduated thousands of students. This method has proven time and again to be of benefit to students according to their own testimonies. Some colleges that specialize in long-distance education seldom mention what a student should do when they have a question and need to talk with a professor. Not only do we allow students to call us Toll Free on our hotline to speak with their professors, but we encourage this. Few colleges make such a statement since they prefer not to be bothered with telephone calls or emails once a student enrolls. Imagine how wonderful this service is for a student who is struggling with a certain subject.

LATE FEES

Students electing to pay for their coursework on a monthly basis will be charged a late fee if the tuition payment is not received in our offices by the **15th** day of the month. This institution reserves the right to charge a **\$25.00** fee for NSF checks.

NOTE: Repeated late payments and/or failure to pay on a student contract may adversely affect your credit rating. If a student becomes 90 days past due on tuition payments, grades and courses will not be shipped until the student's account is made current.

TIME LIMITS FOR DEGREE COMPLETION

A student is sent only one course at a time. A textbook accompanies each course assignment. In most instances a student is allowed eight to ten weeks to complete each course. This is important, inasmuch as when a "Turn-In" date is not given to a student, they tend to lag behind and get discouraged. NOTE: Extensions are allowable in some cases when approved by KCNH.

YEARLY LIMITS:

- Certificate — 8 months (3/4 years)
- Diploma — 20 months (1 3/4 years)
- Bachelors Degree — 60 months (5 years)
- Masters Degree — 36 months (3 years)
- Doctorate Degree — 48 months (4 years)
- Doctor of Philosophy degree — 60 months (5 years)

NOTE: The above deadlines may be decreased depending on the number of credits awarded upon enrollment in a degree program.

COURSEWORK AND CREDIT HOURS

A student is mailed one course at a time and the approximate time for completion is eight weeks. **Textbooks are also included with all coursework if the student lives in the US, US Territories, Canada, Bermuda, or the Caribbean.** There are no test requirements for students, since the coursework is very thorough and the completed work is a reflection of how much a student has learned. Coursework consists of multiple choice questions, fill-in-the-blank statements, true & false statements, and essays & summaries. From time to time students are required to develop lectures recorded on cassette, video, CDs, and DVDs. Some non-traditional educational institutions do not require enough clock-hours for a student, but KCNH is different. To ensure a quality education for a student, we design courses that require 20 to 30 clock-hours per one credit hour of study. This means a 3 credit hour course will take approximately 60 to 90 clock-hours to complete depending upon the abilities of a student.

TUITION

Certificate & Diploma Programs	Credit Hours	Price per Credit Hour	Total Tuition	Monthly Payment
Certificate Programs (<i>Not a Degree</i>)	12	\$60.00	\$720.00	\$90-\$110
Diploma Programs (<i>Not a Degree</i>)*	30	\$65.00	\$1,950.00*	\$95-\$115
Degree Programs				
Bachelor of Science in Natural Health (B.S.)*	90	\$60.00	\$5,400.00*	\$110-\$150
Master of Science in Natural Health (M.Sc.)*	54	\$65.00	\$3,510.00*	\$110-\$150
Master of Homeopathy (M.Hom.)*	46	\$65.00	\$2,990.00*	\$110-\$150
Master of Public Health (M.P.H.)*	50	\$90.00	\$4,500.00*	\$110-\$150
Master of Science in Clinical Nutrition (M.Sc.)*	45	\$65.00	\$2,925.00*	\$110-\$150
Master of Science in Herbology (M.Sc.)*	44	\$65.00	\$2,860.00*	\$110-\$150
Master of Naturopathic Psychology (M.N.Psy.)*	46	\$65.00	\$2,990.00*	\$110-\$150
Doctor of Natural Health (D.N.H.)*	58	\$75.00	\$4,350.00*	\$110-\$150
Doctor of Naturopathic Psychology (D.N.Psy.)*	65	\$75.00	\$4,875.00*	\$110-\$150
Doctor of Pharmacognosy (D.P.)*	65	\$75.00	\$4,875.00*	\$110-\$150
Doctor of Science in Clinical Nutrition (D.Sc.)*	68	\$75.00	\$5,100.00*	\$110-\$150
Doctor of Homeopathy (D.Hom.)*	60	\$75.00	\$4,500.00*	\$110-\$150
Doctor of Naturopathy (N.D.)*	68	\$75.00	\$5,100.00*	\$110-\$150
Doctor of Philosophy (Ph.D.) Lifestyle Coaching	70	\$75.00	\$5,250.00*	\$110-\$150
Doctor of Philosophy (Ph.D.)*	80	\$75.00	\$6,000.00*	\$110-\$150
Doctor of Naturopathic Medicine (N.M.D.)*	40	\$90.00	\$3,600.00*	\$150-\$200
Doctor of Homeopathic Medicine (H.M.D.)*	40	\$90.00	\$3,600.00*	\$150-\$200

No interest is charged to students who use any of the monthly installment payment plans above.

*Tuition does not include a promotional discount which may vary monthly**

PAYMENT BY CREDIT CARDS: We accept Visa, MasterCard, Discover, & American Express.

We accept personal checks and money orders to be paid in US dollars.

Note: A student's hours may be reduced as well as monthly installment payments based on transcript credit or life experience credit awarded.

PLEASE REFER TO THE SCHOOL OF NATURAL ANIMAL HEALTH SECTION FOR DIPLOMA PROGRAMS, DEGREE PROGRAMS, AND TUITION FOR THOSE PROGRAMS.

REFUND POLICY

When a student withdraws from a degree program within 30 days from the date of enrollment the full tuition will be refunded. Any materials or textbooks in the possession of a student must be returned to Kingdom College of Natural Health before a refund will be given. 50% of the tuition will be returned to a student when he/she withdraws between 30-60 days of acceptance. After 60 days of acceptance the refund will be 0%.

REMEDIAL COURSES

Students who have difficulty with spelling, reading, writing, or comprehension may be required to take one or more of the following courses. There is no charge for these studies and no credit is awarded.

Correct English - Comprehensive English - Spelling - Better Writing Skills

COURSE RETURN POLICY

All coursework submitted for degree studies become the property of KCNH. Coursework will not be returned, so you must make a photocopy for your own records.

COURSE SUBSTITUTION POLICY

KCNH reserves the right to substitute any course at any time for any reason. The likelihood of KCNH substituting a course is rare; however, occasionally a book goes out of print and this forces KCNH to substitute.

COURSE DELINQUENCIES

It is the student's responsibility to notify KCNH when additional time is needed to complete a course. Kingdom College of Natural Health's guidelines for completing courses are: All 3-4 credit hour courses should be completed within an 8 week period; All 6 credit hour courses should be completed within a 12 week period; each thesis (15,000 words) should be completed within a 16 week period. Students are allowed 2 extensions per course based upon approval from the Academic Review Committee for extenuating circumstances. If a course is submitted within 30 days after the date of the second extension due date, the student will receive an automatic grade point deduction. However, if a student is given 2 extensions and has not submitted the course within the 30 days following the 2nd extension due date, the student will have to retake the course and pay a \$75.00 fee to retake the course.

ELECTIVES

See page 47 for detailed information.

AGREEMENT

Student agrees and understands that all coursework is given by correspondence. Kingdom College of Natural Health, Inc. (KCNH) does not guarantee a graduate the right to practice in the field of natural health, health counseling/and or consultation, or to practice any form of medicine without state approval.

JOB PLACEMENT

Kingdom College of Natural Health does not offer a job placement service. It does however make available to students referral requests that may come in from various companies seeking qualified individuals. A database of students is maintained so this information can be provided to parties requesting information. Students should periodically update information to the database.

EMPLOYMENT OPPORTUNITIES

Students will have many reasons to enroll in a natural health program. Some may enroll simply to increase personal knowledge, while others may enroll to gain knowledge that will provide them with the necessary background to enter the field of natural health. Some career opportunities that may be possible include: Natural Health Educator, Natural Health Product Retailer/Wholesaler, Naturopath/Naturopathic Consultant, Holistic Health Consultant, Nutrition Consultant, Natural Health Writer and Natural Health Consultant.

NATUROPATHIC CERTIFICATION

Upon earning your doctorate degree, you may contact Donald Rosenthal, M.D., N.D., President of the American Association of Drugless Practitioners (AADP) *and* the American Alternative Medical Association (AAMA) in reference to Board Certification. See page 67.

LICENSING REQUIREMENTS

Some states and countries require one to hold a license to work in specialized areas of the natural health field. It would be advisable for a student and/or graduate to contact his/her state, territory, or country licensing divisions in regards to regulations and policies pertaining to this matter. It is not the goal of KCNH to prepare students to meet licensing requirements inasmuch as each state, territory, and country has different policies relevant to the natural health field. The sole purpose of KCNH is to provide students with academically sound programs of study.

NON-DISCRIMINATION

The Kingdom College of Natural Health Nondiscrimination Policy does not permit discrimination on the basis of gender, race, creed, national origin, or disability.



ACCREDITATION / MEMBERSHIPS

Kingdom College of Natural Health and all its programs are accredited by:

- ***American Association of Drugless Practitioners***
Donald A. Rosenthal, M.D., N.D. (Executive Director)
2705 61st Street
Suite. B, PMB 408
Galveston, Texas 77551-1866 USA
Phone: 1-409-621-2600
Email: join@aadp.net
- ***American Council of Holistic Medicine***
Michael Anderson, M.D., Ph.D. (President)
Kay Larson, Ph.D., N.D. (Executive Director)
2140 Eastman Ave., Ste. 109
Ventura, California 93003 USA
Phone: 1-805-644-2246
Email: info@theachm.org

Kingdom College of Natural Health holds professional membership in:

- American Holistic Health Association (California)
- Complementary Medicine Association (Arizona)



Kingdom College of Natural Health expressly reserves the right to change without notice all information contained herein; including, but not limited to, the following: fees and tuition, policy and procedures, degrees offered, required coursework and course offerings, and/or degree/academic requirements.

Naturopathic Certification & Liability Insurance

FOR MORE INFORMATION CONTACT:

**AMERICAN ASSOCIATION OF DRUGLESS PRACTITIONERS
AND
AMERICAN ALTERNATIVE MEDICAL ASSOCIATION**

**DONALD A. ROSENTHAL, M.D., N.D.
*EXECUTIVE DIRECTOR***

**2705 61ST STREET
SUITE B, PMB 408
GALVESTON, TEXAS 77551-1866 USA**

**PHONE: 1-409-621-2600
TOLL FREE (IN USA & CANADA): 1-888-764-2237**

EMAIL: JOIN@AADP.NET

ASK ABOUT CERTIFICATION & INSURANCE!