



HOMEOPATHY SCHOOL INTERNATIONAL

Health. Education. Career.

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©HOMEOPATHY SCHOOL INTERNATIONAL

BOULDER, COLORADO, USA

Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board.

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MISSION

To Provide Exceptional Education in Classical Homeopathy.

PHILOSOPHY

The school's philosophy recognizes the connection of body, mind, psyche and spirit as well as the extraordinary effects of energy medicine. Lectures address psychological and physical aspects of homeopathic healing in the pursuit of restoring health.

HOMEOPATHY SCHOOL INTERNATIONAL

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Samuel Hahnemann

Founder of Homeopathy (1755-1843)
Hahnemann Monument, Washington, D.C.

For the most current information please visit the HSI website at <http://www.homeopathyschool.org>

ABOUT HOMEOPATHY

Homeopathy offers non-invasive, reliable and affordable healthcare. Homeopathic treatment is based on individuality and the body's extraordinary ability to establish and maintain health. Homeopathic practitioners use homeopathic remedies to stimulate the body's innate healing power. Skillfully applied, homeopathic remedies improve mental and physical well-being, address multiple health concerns and generally contribute to the quality of life. The **World Health Organization** has recognized homeopathy as the fastest growing health care system in the world.

“I learned so much and found myself so engrossed and fascinated with the material. I loved the sessions, the order, the information, and how overall interesting and engaging it was.”

· Comment from Student Evaluation

ABOUT THE SCHOOL

Founded in 1991, the Homeopathy School International (HSI) is nationally and internationally recognized for excellence in homeopathic education. The school offers educational programs to adult students worldwide and has graduated professional homeopaths from all walks of life. **HSI 101, Foundations in Homeopathy and Home Care** prepares students for the homeopathic treatment of family and friends. The **Practitioner Certificate** courses prepare students for a professional homeopathic practice. HSI courses are known for their comprehensive content, their flexibility, individualized student support and practical hands-on learning. The school is a 501(c)(3) non-profit institution, approved and regulated by the Division of Private Occupational Schools, Department of Higher Education, State of Colorado.

Whether you want to:

- explore homeopathy for personal and family use
- become a professional homeopath
- expand your expertise as a healthcare provider

HSI offers courses to meet your goals in homeopathic education.

EDUCATIONAL OBJECTIVES

- Articulate knowledge of the philosophical, theoretical and historical foundations of homeopathy.
- Demonstrate ethical behavior based on the Code of Ethics and Patient/ Client Rights within the Health Care Setting by the Council of Homeopathic Certification (CHC).
- Effectively utilize homeopathic reference tools.
- Demonstrate knowledge and application of the homeopathic pharmacopeia and materia medica.
- Identify and apply the concepts of miasms to homeopathic therapy.
- Effectively record, analyze and manage cases.
- Demonstrate the principles and methods of homeopathy through skilled casework.
- Identify strategies for building a successful practice.

At HSI, experience:

Flexibility: From beginner to expert, from Boulder to Buenos Aires, HSI offers homeopathic education to people from all walks of life. Enjoy the convenience of viewing classes held in Boulder, Colorado, USA from any location. Classes are digitally recorded on high quality DVDs. HSI's self-paced study options fit today's busy personal life styles.

Faculty: Instruction, case supervision and study support are provided by experienced and nationally certified, practicing homeopaths. Responding quickly to your inquiries, assignments and casework is HSI's priority. Academic support is only a phone call or an email away.

Curriculum: The school's curriculum is designed to stimulate creative learning and support personal and professional growth. The easy-to-follow curriculum emphasizes organized study, step by step evaluation and hands-on learning through case-based instruction. Activities include lectures, interactive exercises, supervised independent study and clinical work. Each module integrates the topics of classical homeopathy: philosophy, case taking, case analysis, materia medica and repertory.

Clinic: Students observe and analyze cases taken by certified homeopaths during the school's clinic. Case intakes are recorded on DVDs and sent to the students as part of their study materials. Cases can be viewed in the comfort of your home. Completed case work submitted to the school is thoroughly reviewed and returned to students with detailed feed-back.

Improved Health and Wellness: You, your family and clients will become healthier through the skillful practice of homeopathy. Learn to work with gentle, non-toxic and affordable solutions for numerous health conditions.

"I watched the five DVDs for each month from Saturday through Thursday and usually in the evenings when my children were sleeping. I enjoyed them very much and often felt like I was right in the class with all of you." - Comment from Student Evaluation

COURSES

The education at HSI meets the needs of beginning, professional and advanced students of homeopathy. Locally, nationally and internationally renowned instructors, including some of the greatest names in modern homeopathy, infuse the school's programs with their expertise.

Foundations in Homeopathy and Home Care - HSI 101

Self-Paced Distance Education – Available worldwide

Are you interested in exploring homeopathy to improve health care for your family and yourself? This course addresses a wide range of health conditions typically encountered in everyday life, including: injuries, bites and stings, gastric upsets, teething, fevers, colds, flu, and earaches. This course provides the foundation for homeopathic treatment and meets your personal healthcare needs.

COURSES cont.

- Completion of the course provides participants with the skills for personal and family healthcare.
- Completion of the course of awards the HSI 101 certificate for ***Foundations in Homeopathy and Home Care.***
- Like being there - students engage in actual classroom activities by viewing the full course content on high quality DVDs.
- Study is self-paced and can begin at any time, from any location.
- With a flexible schedule participants may take up to six months to complete the course.
- Nationally certified homeopaths support all assignments and casework. Academic support is only a phone call or email away.
- If you choose to continue your studies for the ***Practitioner Certificate***, all of HSI 101 credits apply and you have completed the first of four ***Practitioner Certificate*** Courses.
- Course fees: \$2,400 + books, estimated at \$600.

Open to anyone interested in learning about homeopathic treatment for personal and family needs.

Practitioner Certificate (675 hours)

Self-Paced Distance Education – Available worldwide

The ***Practitioner Certificate*** courses are open to anyone interested in studying homeopathy on a professional level. The completion of these four courses prepare graduates to enter the profession as independent practitioners of classical homeopathy. This training also provides healthcare professionals with homeopathic skills to add to their practice.

COURSES cont.

- Each of the courses (HSI 101, 102, 201, and 202) is supported by a comprehensive materials packet including 90 hours of classes and instructions on DVDs, an easy to follow syllabus, topic related materials, and tutor supported assignments. The Practitioner Certificate (CHom) is issued when all 4 courses are successfully completed.
- Like being there - students engage in actual classroom activities by viewing full course content and clinics on high quality DVDs.
- Nationally certified homeopaths support student assignments and casework. Academic support is only a phone call or email away.
- Flexibility for completing the program at an accelerated or slower pace.
- Study can begin at any time, from any location worldwide. Take up to one year to complete each course.
- The fee for each course is \$2400. The cost of books is estimated at \$800.

Open to individuals interested in developing professional level skills in classical homeopathy.

Advanced Clinical Studies (500 hours)

Self-Paced Distance Education – Available worldwide

Advanced Clinical Studies offers clinical distance education program to graduates with 500 documented hours of classical homeopathy. If you are preparing for national certification with the Council for Homeopathic Certification (CHC), this course will fulfill the clinical hour requirement for the CHC. The program provides case supervision from a CHC certified homeopath, on-line case observation and analysis hours and a substantial study guide to prepare for the CHC exam. Successful participants receive a transcript documenting clinical and supervision hours and the certificate in ***Advanced Clinical Studies and Supervised Clinical Training***.

COURSES cont.

Course fees \$3,400 + books, estimated at \$200.

Participants have a maximum of two years to complete personal supervised casework.

Open to graduates with 500 hours of documented education in classical homeopathy.

“The experience at HSI clearly helped my patients and my practice, and supported my development as a health care practitioner and as a human being. I feel very privileged to have participated in this program.”

- Ann Mick, MD

COURSE CONTENT

Foundations in Homeopathy and Home Care - HSI 101 (125 hours)

Students study the concepts and methods of homeopathy, first aid and acute treatment, develop efficiency in using reference tools, explore homeopathic case taking skills, and learn the application of commonly used homeopathic remedies. Completion of this course equips participants with personal and family homeopathic healthcare skills.

Practitioner Certificate (675 hours)

The program consists of four courses:

HSI 101 and 102 (250 hours)

- Study the history, theory and techniques of homeopathy: first aid, acute and chronic treatment.
- Develop efficiency in using reference tools.

HSI 201 and 202 (425 hours)

- Participate in the school's clinic.
- Learn from clinical observation and casework supported by advanced homeopathic theory.

COURSE CONTENT cont.

- Apply homeopathic case taking skills.
- Study case analysis methods.
- Explore the application of specific homeopathic remedies.
- Apply your newly acquired skills to case work.
- Engage in independent supervised case studies.
- Expand your knowledge of homeopathic remedies for professional use.
- Graduate with the *Practitioner Certificate (CHom)*.

Advanced Clinical Studies (500 hours)

Open to graduates with 500 hours of documented education in classical homeopathy.

During *Advanced Clinical Studies*, participants engage in:

- Individual case supervision for 10 cases and 20 follow-up reports.
- Online case work.
- Reviewing the *HSI - Study Guide* for the CHC National Exam.
 - Review of CHC required remedies for the National Exam with practice tests.
 - Studying CHC required remedies and completing practice tests.
 - Human science and medical terminology reviews with practice test.
 - Repertory review and practice tests

STUDY TIME

A minimum of 10 hours of study time per week is estimated to successfully complete each program.

CERTIFICATION

Foundations in Homeopathy and Home Care - HSI 101

A transcript is issued when all requirements for *Foundations in Homeopathy and Home Care (HSI 101)* are met. A certificate is issued at the completion of all four courses of the Practitioner Certificate Program (HSI 101, 102, 201, and 202).

Practitioner Certificate

A *Practitioner Certificate* (CHom) and a transcript are issued when all requirements for the *Practitioner Certificate* are completed. Graduates of HSI may use the designation, CHom, after their name signifying their certification in classical homeopathy. Certification from HSI stands for the achievement of a professional level of competency in the art and science of homeopathy. As a certified homeopath, the practitioner may work with individuals interested in experiencing the health promoting benefits of homeopathy. The hours earned by completing the Practitioner Certificate courses can be applied to the CHC national certification hour requirement.

Advanced Clinical Studies

Graduates of the *Advanced Clinical Studies* receive the certificate in *Advanced Clinical Studies and Supervised Clinical Training*. The certificate is earned when all requirements and the total clinical hours required for national certification have been met.

PLACEMENT

While successful completion of the program provides a solid foundation for a successful practice, employment in this field is rarely available as an employee. Professional homeopaths mostly work as independent practitioner. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

“I have a whole new set of powerful, yet gentle, tools in my medicine bag.”

Kristin Van Konynenburg, MD, CHom

COURSE MATERIALS

All courses require:

- Access to a computer with MS Word software
- Access to equipment capable of playing DVDs
- Access to reliable email and Internet services
- Competency in spoken and written English

HSI 101 - Foundations in Homeopathy and Home Care

Required Pre-Course Reading

Dooley, T. • *Homeopathy: Beyond Flat Earth Medicine*
(available on the web)

Required Books

Brewster – O'Reilly • *Hahnemann's Organon of the Medical Art*

Castro, M. • *Complete Homeopathy Handbook*

Morrison, R. • *Desktop Guide*

Schroyens, F. • *Synthesis Repertory*

Vermeulen, G. • *Prisma*

Vithoukaskas, G. • *The Science of Homeopathy*

Practitioner Certificate Program

Required Pre-Course Reading

Dooley, T. • *Homeopathy: Beyond Flat Earth Medicine*

HSI 101 & 102 Required Books

Brewster – O'Reilly • *Hahnemann's Organon of the Medical Art*

Castro, M. • *Complete Homeopathy Handbook*

Clarke, J.H. • *Dictionary of Practical Materia Medica*

Morrison, R. • *Desktop Guide*

Phatak, S.R. • *Materia Medica of Homeopathic Remedies*

Schroyens, F. • *Synthesis Repertory*

Vermeulen, G. • *Synoptic Materia Medica 1*

Vithoukaskas, G. • *The Science of Homeopathy*

Yasgur, J. • *Dictionary of Homeopathic Terms*

HSI 201 & 202 Required Books

Barker, R. • *LM Potencies*

Choudhary, H. • *50 Millesimal Potency in Theory and Practice*

Hahnemann, S. • *Chronic Diseases*

Henriques, N. • *Crossroad to Cure*

Kent, J.T. • *Lectures of Homeopathic Materia Medica; Lectures on Homeopathic Philosophy*

Note: Costs for the purchase of homeopathic software or recommended books are not included in the estimated cost of required books.

COURSE MATERIALS cont.

Recommended Books

Allen, H.C. • *Keynotes of Materia Medica*

Allen, J.H. • *Chronic Miasms*

De Schepper, L. • *Hahnemann Revisited; Homeopathy and the Periodic Table*

Gibson, D. • *Studies of Homeopathic Remedies; First Aid Homeopathy in Accidents and Injuries*

Grossinger, R. • *Homeopathy for Skeptics and Beginners*

Hering, C. • *Guiding Symptoms of Homeopathic Materia Medica*

Kruzel, T. • *Homeopathic Emergency Guide*

Morrison, R. • *Desktop Companion*

Nash, E.B. • *Leaders in Homeopathic Therapeutics*

Sankaran, R. • *Sensation Refined; The Other Song; Schema*

Scholten, J. • *Homeopathy and Minerals; Homeopathy and the Elements*

Seller, R. • *Differential Diagnosis of Common Complaints*

Vermeulen, F. • *Concordant Materia Medica; Prisma; Synoptic Materia Medica II*

Vithoukias, G. • *Essence of Materia Medica*

Woods, M. • *Vitalism*

Whitmont, E. • *Psyche and Substance*

Advanced Clinical Studies

Required Books

Allen, K. • *Certification Prep Guide*

Merck • *Merck Manual of Medical Information, Home Edition*

FACULTY

Anne Schadde, HP, is a world renowned German homeopath practicing in Munich, Germany. She founded the Homeopathie Forum in Munich and the Homeopathie Fachschule where she taught for many years. Anne is also a founder of the European and International Councils for Classical Homeopathy. She has conducted and published homeopathic provings of *Cypraea eglantina*, *Gingko biloba*, *Lapis lazuli*, *Lithium carbonicum*, and *Ozone*.

Barbara Seideneck, CHom, CCH, RSHom (NA), is the founder and director of HSI. She has studied classical homeopathy nationally and internationally since 1985. Barbara has conducted provings of *Amethyst*, *Aquilegia vulgaris*, *Ayahuasca*, and *Emerald*. She is nationally certified and has been teaching since 1994. She has a private practice in Boulder, Colorado.

Jody Shevins, ND, DHANP, CCH, obtained her Naturopathic Doctorate from the National College of Naturopathic Medicine in 1984. Jody completed post-graduate work with the International Foundation for Homeopathy and holds a diploma from the Homeopathic Academy of Naturopathic Physicians. Jody has been practicing in Boulder, Colorado since 1984 and has taught at HSI since 1991. Jody is a founding faculty member and the HSI Student Advisor.

Dorothy Simoni, PhD, CHom, CCH, NC, is a graduate of HSI's Practitioner's Certification and Advanced Clinical Studies program. Dorothy is a practicing homeopath and Professor Emerita at California State Polytechnic University, Pomona where she specialized in teacher education, curriculum development and online learning. She has been with HSI since 2004.

“Thank you for working with me from a distance. Even though I wasn't in the classroom I enjoyed the classroom interaction on DVD, and the kindness and sensitivity of the instructors.” - L. Nelson, CHom

FACULTY cont.

Kiersten Stevenson, MA, CHom, holds graduate degrees in English and Education. She taught writing and cultural studies at the University of Rhode Island. Kiersten is a graduate of the Homeopathy School International and practices homeopathy in Boulder, Colorado. Kiersten serves as the HSI Student Advisor.

Barbara Yarnell, CCH, RSHom, (NA), PCH, CHom, is a nationally certified homeopath and has a private practice in Denver, CO. She graduated from the Professional and Advanced Programs at the Homeopathy School International, received a diploma from the Dynamis School in England, and studied extensively with Rajan Sankaran and Dr. A.U. Ramakrishnan in the US and India. Barbara has been a faculty member of HSI since 2002. She currently serves on the board of the CHC.

HSI hosts national and international guest faculty. Visiting homeopaths have included:

- Carol Boyce, CCH - England
- Miranda Castro, FSHom, CCH - England
- Kim Elia - USA
- Mahesh Gandhi, MD - India
- Alastair Gray, ARoH, RSHom - Australia
- Blair Lewis, PA-C - USA
- Farokh Master, MD (Hom) - India
- Vicky Menear, MD - USA
- Misha Norland, FSHom - England
- Richard Pitt, CCH - England
- Amy Rothenberg, ND, DHANP - USA
- Judyth Reichenberg-Ullman, ND - USA
- Luc De Schepper, MD - Belgium
- Nandita Shah, MD (Hom) - India
- Robert Ullman, ND - USA
- David Warkentin - USA
- Jürgen Weiland, HP - Germany
- Julian Winston - U.S.A.

Applications are accepted throughout the year for all courses. Apply online at www.homeopathyschool.org or download and mail the completed application materials and application fee to the Homeopathy School International, 727 Sheridan Ave., Loveland, CO 80537, USA. See <http://www.homeopathyschool.org/admissions/> for more information. To view school policies, see <http://www.homeopathyschool.org/2016-school-policies/>

Foundations in Homeopathy and Home Care - HSI 101**Application requirements:**

- Completed *Foundations in Homeopathy and Home Care* application – www.homeopathyschool.org/application
- Non-refundable application fee of \$75 payable to the *Homeopathy School International*.

Practitioner Certificate**Application requirements:**

- Completed application form for the *Practitioner Certificate* – www.homeopathyschool.org/application
- Photocopy of transcripts, professional license or documentation of other educational/professional experience.
- Non-refundable application fee of \$75 payable to the *Homeopathy School International*.

Advanced Clinical Studies**Application requirements:**

- Completed application form for the *Advanced Clinical Studies* – www.homeopathyschool.org/application
- Photocopy of transcript indicating completion of a 500-hour program in classical homeopathy.
- Non-refundable application fee of \$75 payable to the *Homeopathy School International*.

ENROLLMENT

Foundations in Homeopathy and Home Care - HSI 101

Accepted applicants receive a *Welcome Letter, School Policies* and the *Enrollment Agreement*. Enroll online or send the completed *Enrollment Agreement*, the signed *School Policies* and the course fees to the *Homeopathy School International*. The course fee of \$2,400 plus the refundable \$200 DVD deposit are due before course materials are mailed.

Practitioner Certificate

Accepted applicants receive a *Welcome Letter, School Policies* and the *Enrollment Agreement*. Enroll online or send the completed Enrollment Agreement, the signed School Policies and the course fee to the *Homeopathy School International*. The course fee of \$2,400 plus the refundable \$200 DVD deposit are due before course materials are mailed.

Advanced Clinical Studies

Accepted applicants receive a *Welcome Letter, School Policies* and the *Enrollment Agreement*. To enroll, send the completed *Enrollment Agreement*, the signed School Policies and the \$3,400 course fee payable to the *Homeopathy School International*.

HOLIDAYS

The HSI office will be closed on the following dates: Martin Luther King, Jr. Day (observed), Memorial Day (observed), Independence Day, Labor Day, Thanksgiving weekend, and Christmas Eve through New Year's Day.

NATIONAL AFFILIATIONS

HSI supports all efforts to unify standards for homeopathic education and certification formulated by the *Council for Homeopathic Certification*, the *International Council for Classical Homeopathy, Accreditation Commission for Homeopathic Education in North America (ACHENA)*, the *North American Network of Homeopathic Educators*, and the *North American Society of Homeopaths*.

SCHOOL POLICIES

The Program Requires

- Access to a computer with MS Word software
- Access to equipment capable of playing DVDs
- Access to reliable email and Internet services
- Competency in spoken and written English

Entry Requirements

Admission into HSI courses requires the satisfactory completion of two academic years (60 semester credits/90 quarter credits) at an accredited educational institution, or the equivalent. Upon enrollment submit a copy of a current government picture ID.

If an applicant has not completed 60 semester hours or 90 quarter hours at an accredited college or university, he/she must write a letter to the Admissions Committee, explaining how work, military training, other earned certification or experience is equivalent to the formal educational requirement. Include in the letter any reasons the committee should consider regarding the applicant's ability to succeed in this program.

Attach to the letter any documentation that supports the request. Applicants who do not meet the minimum requirement, but whose qualifications indicate that they will succeed in the program may be admitted to HSI 101 on a probationary basis. Once HSI 101 is successfully completed, the student will be formally admitted to the Practitioner Certificate courses.

Competency in Spoken and Written English

Applicants to the program must be competent in spoken and written English. If the completed application or communication with the school indicate that the applicant's English is not sufficient to successfully complete the program and the applicant feels they can succeed in the program, the applicant must submit scores of at least 500 on the Test of English as a Foreign Language (TOEFL) and at least the currently reported mean score on the Test of Spoken English (TSE) to be admitted to the Practitioner Certificate Program. Applicants who do not meet the minimum English Language requirement, but whose qualifications indicate that they will succeed in the program will be admitted to HSI 101 on a probationary basis. Once HSI 101 is successfully completed, the student may be formally admitted to the Practitioner Certificate Program.

Hours Earned

675 hours are earned for the completion of courses HSI 101, 102, 201 and 202. 500 credit hours are earned for the *Advanced Clinical Studies*, totaling 1175 hours for the entire program.

Ethics

Homeopathy School International (HSI) supports the *Code of Ethics* established by the *Council for Homeopathic Certification (CHC)*, the *CHC Client/Patient Rights within the Health Care Setting*, and the *North American Society of Homeopaths (NASH)*, which serve as a guideline of conduct for the professional homeopath. Each student receives copies of these codes of conduct.

Student Conduct

HSI students are expected to conduct themselves with integrity, responsibility and adhere to the highest standards of professionalism. Academic and professional dishonesty that includes cheating, inventing false information, plagiarism, and helping someone else commit an act of academic dishonesty, are not tolerated. Students engaging in acts of academic or professional dishonesty or disregard of confidentiality are subject to any or all of the following actions:

- Failure on the assignment or test
- Probation or dismissal from the program
- Notation on transcripts

This applies to punctuality, homework completion, respect for instructors, fellow students and clients. Cases observed, taken and discussed in the classroom are to be held in the strictest confidence.

Confidentiality

Case and follow-up information is to be held in the **strictest confidence**. This includes cases recorded on DVD. Cases and follow-ups are only to be discussed with individuals who are enrolled in the current program or HSI faculty.

Certification Requirements

Practitioner Certificate

Transcripts and Certificates will be issued when:

- Assignments and casework have been successfully completed.
- Quizzes have been successfully completed.
- Evaluations and assessments have been submitted.
- Final course tests have been passed.
- Tuition and fees have been paid in full.
- All DVDs have been returned.

Upon completion of all requirements for each course (HSI 101, 102, 201, 202), a transcript documenting the number of hours earned

for each course is issued. Transcripts indicate the theory and clinical hours earned, the final test score and an overall course grade. After completion of all four courses the Practitioner Certificate (CHom) is issued.

Advanced Clinical Studies (ACS)

Transcripts and Certificates will be issued when:

- Participants completing all requirements for ACS are issued the Certificate of Advanced Clinical Studies and a transcript documenting the number of cases and case hours completed.
- Participants who do not complete all requirements for ACS are issued a transcript identifying the number of cases and case hours completed during the course.
- Before the ACS Certificate can be issued, documentation of successful completion of a college level course in Anatomy and Physiology as well as a 40-hour course in Human Pathology taken at a college or as part of an accredited homeopathy program must be submitted.

National Certification Requirements

Completion of courses HSI 101 through HSI 202 meets the 500 hour requirement for applying for the national exam with the Council for Homeopathic Certification (CHC).

Note: Beginning January 1, 2018, preparation for the CHC exam must include 250 hours of clinical training completed in a program that has been accredited or is otherwise approved by ACHENA.

DVD-Deposit

Students pay a refundable \$200 DVD deposit upon enrollment which is returned when all DVDs are returned in working order at the end of the program or when students complete a course and indicate they will not be continuing, or at the conclusion of HSI 202. A \$25/DVD replacement fee applies to each damaged DVD.

DVD- Policy

DVDs and all course materials are copyright protected and are the sole property of HSI. All materials and DVDs are for personal use only, must be returned to the school, and may not be copied or disseminated without the permission of HSI.

DVDs must be returned to HSI as each module is completed. A \$25/DVD replacement fee applies to each damaged DVD.

Course credit is only awarded once all DVDs have been returned. Students have 30 days to return all DVDs in good condition at the conclusion of their course of study. DVD deposits are not refunded if DVDs are not received within 30 days of the conclusion of a course of study.

Test Requirements

Quizzes

Students are expected to adhere to an honor code and explicitly follow all quiz instructions. The passing grade for quizzes is 80%.

Tests

Students are required to pass a test at the conclusion of courses: HSI 102 through HSI 202. The test is open book and an 80% passing grade is required for each section of the test. Students are expected to follow an honor code and adhere to all instructions.

Eligibility

To be eligible for course final tests all tuition, assignments, casework must be current, and all DVDs returned.

Failed Tests

If a section of a course final test is not passed:

- Schedule a make-up test within one week of receipt of the score. Make-up tests must be taken within 30 days of the original test date.
- A \$50.00 fee is required for each section of the test that is being made-up (maximum fee \$200.00).

Repeating Final Sections

Tests may not be retaken if the original score received was 80% or higher.

Academic Progress - HSI 101-HSI 202

Satisfactory Progress

Satisfactory progress is determined through scores on tests and quizzes, assignments and casework. To successfully complete HSI 101-HSI 202 a minimum score of 80% must be earned for each of the following: 1) assignments, 2) each quiz, 3) casework, and 4) final tests. Each course must be satisfactorily completed to be eligible for advancement into the next course (*HSI 101, 102, 201 and 202*).

Grading

Course grades for HSI 101- HSI 202 are determined by equally weighting the average score on assignments, quizzes and casework with the final exam score. Grades are sent at the completion of each course and are reflected in the student's transcript.

Revision of Assignments

Assignments receiving a score of less than 80% may be revised and resubmitted before submitting assignments for the next module. Quizzes receiving a score less than 80% must be retaken.

Academic Progress - Advanced Clinical Studies (ACS)

During ACS the following must be completed:

- Supervision for 10 cases with 2 follow-ups each (CHC Requirement).
- Completion of 20 *Homeopathic Symposium* (HS) cases with written case reports.
- Feedback for videotaped case intake.
- Completion of case work provided by HSI.
- Casework must be completed at a minimum competency of 80%.

Completion Time

This self-paced program provides flexibility but it is not opened-ended. Each Practitioner Certificate course (HSI 101, 102, 202 and 202) consists of five modules. Each course is to be completed in six months. The completion date for each of these courses, indicated in the enrollment agreement, is six months from the start date. Learning throughout the four courses is accumulative and continuous progress is recommended. Re-application is required if a break between courses is longer than six months. Leaves of absence are not allowed. The allotted completion time for the Advanced Clinical Studies is two years. Students graduate from the entire program in four years or less time.

Transferring to HSI

Students wishing to transfer from another institution that teaches classical homeopathy may be eligible to transfer to HSI. Such students must submit an application to HSI and include a transcript from the institution at which they completed their study. Transfer students must pass the final test of the previous course for which they are applying. Once accepted, the applicant receives a test-prep packet. There is a \$60 test fee.

Students wishing to transfer work from an institution that teaches classical homeopathy and hold transcripts issued in a language other than English or German must submit the original transcript with a translated evaluation report of all applicable courses by a credential evaluation service such as *Educational Credential Evaluators* (ece.org), *American Association of Collegiate Registrars and Admissions Officers* (aacroa.org) or *World Educational Services* (wes.org).

At least two courses (HSI 201 and 202) must be completed at HSI to earn the HSI Practitioner Certificate. Students may transfer in at the ACS level. Applicants wishing to transfer into ACS from another institution are required to complete an application, pass a case analysis test (Fee \$50), and submit a written case report based on a case taken and analyzed by the applicant.

Transferability of HSI Credits

HSI does not guarantee the transferability of HSI-credits to any other institutions unless there is a written agreement with that institution.

Non-credit Remedial Classes

HSI does not offer remedial classes.

Withdrawal

Please notify the school if you plan to withdraw from a course. Refer to the refund policy.

Probation and Dismissal

Students who fail to meet satisfactory progress in any area will be notified in writing that they are subject to probation, suspension and possible dismissal. HSI reserves the right to dismiss a student who, after written warning and reasonable consultation is deemed unsuitable to continue the program.

Incomplete Grades

At the discretion of the school's Director, a temporary grade of "Incomplete" may be given to a student when he/she could not complete the requirements of the course within the prescribed time line due to circumstances beyond the student's control and not reasonably foreseeable. To be eligible for an additional 6-months completion time the student must have successfully completed 80% of the coursework. Students who wish to request an incomplete should contact the school for the required form.

Extensions

Extensions are for six months only and the extension period begins at the initial completion date. Additional extensions are not allowed. The fee for an extension is \$300. The student is expected to complete the requirements within the 6-months extension period. After six months if all assignments and tests are not yet successfully completed the student will be issued a transcript identifying the number of hours completed and will no longer be in the program.

Repeating Coursework (Re-admittance)

If a course needs to be repeated the student must reapply and pay the application fee. Grading is based on the assignments and tests of the repeated course. Previously completed coursework will not be applied to fulfill the requirements of the new (repeated) course.

Refund Policy

The school adheres to the refund policy required by the Division of Private Occupational Schools. Students not accepted to the school are entitled to all monies paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before the Start Date are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price which ever is less. In the case of students withdrawing after the Start Date the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the the withdrawal date within the allowed completion time of the course. There is no refund after the completion date has expired. For the percentage of refund, refer to the table below.

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the school receives notice of the student's intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides for termination.
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fess paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.

Student is entitled to upon withdrawal/termination	<i>Refund</i>
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% (if paid in full, cancellation charge is not applicable)	NO Refund

Postponement of starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a.) Whether the postponement is for the convenience of the school or student, and;
- b.) A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Notice of Non-Discrimination

HSI does not discriminate on the basis of race, color, age, gender, sexual orientation, political or religious beliefs, handicap, marital status, national origin or ancestry in its educational programs, activities, admission policies, and employment practices.

Transcript and Certificate Fees

- Fee for each additional transcript: \$15 per transcript
- Fee for each additional certificate: \$25 per certificate

Concerns and Complaints

It is highly unlikely that an HSI Community member will encounter any problem that cannot be resolved through open, respectful and professional communication. However, if such a circumstance should arise, members of the HSI Community may utilize the following procedure:

If a student, faculty or staff member has a complaint regarding a member of the HSI community, it is the individual's responsibility 1) to bring the issue to the attention of the individual(s) involved and attempt to resolve the problem, or 2) request assistance from the HSI Director or Student Advisor.

A complaint may be made to the HSI administration in writing (Mail to HSI, 727 Sheridan Ave., Loveland, CO 80537). Written complaints must be signed, dated, and contain a clear description of the problem, its circumstances, and any attempts to resolve the conflict. A written complaint will receive a response from an HSI administrator within five days of its receipt.

When a complaint is received, the HSI Director or Student Advisor will propose a plan of action. In the event that the issue is still unresolved, the Board of Directors will make any final decisions concerning the matter.

If upon the program's disposition of a legitimate student complaint, the student is not satisfied that the program has adhered to its policy or been fair in its handling of the complaint, the student may contact ACHENA (Accreditation Commission for Homeopathic Education in North America) at info@achena.org or contact the State of Colorado.

Complaints may be filed online with the Division of Private Occupational Schools at www.highered.colorado.gov/dpos. The State of Colorado, Department of Higher Education, Division of Private Occupational Schools shall not consider any claim that is filed more than two years after the date the student discontinues his or her training at HSI. The Division of Private Occupational Schools is located at 1560 Broadway, Suite 1600, Denver, CO 80202, (303) 862-3001.

HSI reserves the right to make changes in policy, program and instruction in order to maintain HSI standards of education.

HOMEOPATHY SCHOOL INTERNATIONAL

Health. Education. Career.



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