

Certified Veterinary Food Therapy Program ON-LINE Class Registration Instruction

Prerequisites:

1. Licensed Veterinarian.
2. A module of Introduction to Chinese Herbal Medicine is required for those who have not taken any Chinese herbal course before. This module is offered by DVD.
3. A module of Introduction to Traditional Chinese Veterinary Medicine (TCVM) is required for those who have not taken any TCVM courses, such as acupuncture and etc, before. This module is offered by DVD.
4. To all new students of Chi Institute, a **one-time non-refundable \$100 application fee** is required for application process and student file. The registration will not be processed without this fee.
5. High speed internet connection.

Step-by-Step Instructions on the Registration Form:

- Step 1. Check which Veterinary Acupuncture and TCVM Clinical Approach/Herbal course(s) you have previously attended.
- Step 2. Fill out contact information.
- Step 3. Select the module you wish to take.
- Step 4. Select the Method of Payment. Tuition is due on the day of registration.
- Step 5. If you are the new student of Chi Institute, please attach a brief biographical sketch explaining your type of work and your motivation for attending our program(s). Please indicate any previous exposure or experience with Traditional Chinese Medicine including acupuncture or Chinese herbals. Please also attach a recent photograph of yourself. Please note a one-time **\$100 application fee** is required for application process and student file.
- Step 6. Please print and SIGN this form. Mail and fax (if possible) the signed form with your payment to us by using the contact information at the top of the page.

Refund Policy:

Cancellations may be made by phone but a cancellation letter must be submitted to Chi Institute in writing via fax, mail or email and signed by the doctor who is canceling before the refund is issued.

- Over 30 days prior to the corresponding onsite class beginning date = 100% refund for check payment and 96% refund for credit card payment.
- 15 to 29 days prior to the corresponding onsite class beginning date = 75% refund/71% for credit card
- Within 15 days of the corresponding onsite class beginning date = No refund

Transfer Policy:

A student may transfer his registration to another online/onsite module if the student notifies Chi Institute 14 days before the beginning date of the corresponding onsite class. Student should pay for the tuition difference if any. No transfer may be made within 15 days of the corresponding onsite class beginning date.

Discount Policy:

A 50% discount applies if a student wishes to repeat a module that he has taken at the Chi Institute before.



Certified Veterinary Food Therapy Program ON-LINE Class 2010 Registration Form

STEP 1: Check courses previously attended.

Veterinary Acupuncture: <input type="checkbox"/> Small Animal <input type="checkbox"/> Equine <input type="checkbox"/> Mixed	Where: _____ When: _____
TCVM Clinical Approach / Herbology: <input type="checkbox"/> HT/LU <input type="checkbox"/> SP/ST <input type="checkbox"/> Liver/Endo <input type="checkbox"/> Kid/Geri <input type="checkbox"/> Derma/Immu	
Advanced Programs: <input type="checkbox"/> Veterinary Tui-na <input type="checkbox"/> TCVM Annual Conference <input type="checkbox"/> Advanced Veterinary Acupuncture	

STEP 2: Contact Information/Preferred Mailing Address. Print or type all information clearly.

NAME	First Name:	Middle Name:	Last Name:
TITLE		NICKNAME	LICENSE #
BUSINESS		PRACTICE	Small Animal Equine Mixed Other _____
ADDRESS (W)	Street Address:		
	City:	State:	Zip Code: Country:
ADDRESS (H)	Street Address:		
	City:	State:	Zip Code: Country:
TELEPHONE	Work:	Home:	Fax:
EMAIL	For Chi Institute only (Required):		Public:

STEP 3: Check the module(s) you wish to register for and related fees.

Certified Veterinary Food Therapy Online Class (April 5 to July 4, 2010)	
<input type="checkbox"/> - \$150 (I do NOT wish to be certified as a Certified Veterinary Food Therapist and subtract \$150 Certification Fee from the tuition.) <input type="checkbox"/> Application Fee: \$100 (new student only) <input type="checkbox"/> TCVM Introduction module (DVD) tuition: \$100 <input type="checkbox"/> Herbal Introduction module (DVD) tuition: \$100	Tuition <input type="checkbox"/> \$1200 (\$150 fee included for take-home exam, case report review and certification.) <input type="checkbox"/> \$525 (if retake) <input type="checkbox"/> \$150 (certification only)
Total Balance:	\$

STEP 4: Select Method of Payment and Answer the Question

<input type="checkbox"/> CHECK NO: _____ ALL checks must be drawn on USA Banks - US Dollars Only Payable to: Chi Institute of Chinese Medicine. (Include your name on the memo line If pay by company check).	
Please charge \$ _____ on this credit card now. <input type="checkbox"/> Please charge my balance on this credit card 30 days before the class starts.	
CREDIT CARD#: _____ EXP. : ___/___ SIGNATURE: _____ DATE: _____	
BILLING ZIP CODE: _____ (REQUIRED , the zip code where you receive your bills for this card).	
How did you hear about this program?	<input type="checkbox"/> Friends _____ <input type="checkbox"/> Conference _____ <input type="checkbox"/> Magazine _____ <input type="checkbox"/> Internet _____ <input type="checkbox"/> Mailer _____ <input type="checkbox"/> Email _____ <input type="checkbox"/> Other _____

STEP 5: If this is the first time you register courses with us, please attach a brief biographical sketch and a recent photograph. A non-refundable \$100 application fee is required for all new students.

STEP 6: Please print and SIGN this form. Mail and fax (if possible) the signed form with your payment to us by using the contact information at the top of the page.

Bio Sheet to Accompany Registration for Student File

Name: _____

Title: _____

I graduated from _____ Veterinary School in
19____ 200____

I have have not previously studied acupuncture.
I have have not previously studied Chinese herbs.

Previous Background, if applicable:

My current practice specializes in:

I work on Small Animals Y N Equine Y N Exotics Y N Other:

My goals in studying TCVM are:

Some personal information about me and my interests:

Signed: _____ Date _____

(Use reverse side if more room is needed)