

ARBOR VITAE



SCHOOL OF TRADITIONAL HERBALISM

STUDENT HANDBOOK

2016 – 2017

WWW.ARBORVITAE.NY.COM

TABLE OF CONTENTS

[About ArborVitae School of Traditional Herbalism](#)

[Contact information](#)

[Class Locations](#)

[Sessions](#)

[Extra Q&A Sessions for Students](#)

[Community Classes on Monday Evenings and Special Classes](#)

[Foods, Drinks, Meals & Herbal Tastes](#)

[Educational Expectations](#)

[Student Conduct, Safe Space & Mutual Respect
Antidiscrimination Policy](#)

[Honor Systems: Plagiarism & Virtual Library](#)

[Photography and Other Media](#)

[Classroom Expectations](#)

[Herb Ethics](#)

[Attendance Policy](#)

[Class Assignments](#)

[ArborVitae Policy for Certificate of Completion](#)

[Student Benefits](#)

[WiFi Internet Connection](#)

[Registration and Fees](#)

[Application](#)

[Payment and Fees](#)

[Additional Expenses](#)

[Payment Plan Options & Late Fees](#)

[Full-time & Part-time Attendance](#)

[Cancellation & Refunds](#)

[Financial Aid:](#)

[Work Study](#) [Scholarships & Student Loans](#)

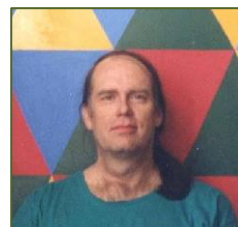
[American Herbalist Guild Professional Membership](#)



ABOUT ARBORVITAE SCHOOL OF TRADITIONAL HERBALISM

ArborVitae School of Traditional Herbalism is rooted in the holistic practice of herbal medicine, which is itself embedded in the wisdom of the natural world and the many traditions that have honed the craft of botanical medicine. ArborVitae exists to provide the highest quality education and training based on traditional wisdom and ecological awareness in a modern, integrative setting for the clinical, community and family herbalist. The school also aims to be a progressive community resource for increasing public access to comprehensive herbal knowledge and care.

ARBORVITAE IS DEDICATED TO THE MEMORY
OF THE HERBALIST WILLIAM LESASSIER
AND HONORS HIS WISDOM AND TEACHINGS



The core curriculum covers a range of related topics to inform a broad education base, and is grounded in traditional wisdom, science, and reverence for the natural world. It is consistent with AHG educational guidelines as a baseline, with further specializations possible within the broader approach to plant medicine. Overarching is the intent to teach botanical medicine in a broad and inclusive sense, honoring and reflecting the diversity of approaches in the herbal community, which incorporates: medicinal uses of herbs, botany and plant identification, holistic anatomy and physiology, medicine making, flower essences, Traditional Chinese diagnostics and uses of herbs, tissue states, Vitalism, and more. All instruction will integrate sustainable values, including a non-exclusive emphasis on plants that are native, naturalized, or able to be cultivated within the local bioregion.

ArborVitae's core faculty is its founders and co-directors, Claudia Keel and Richard Mandelbaum. Additionally, international, national and local herbalists teach classes and intensive weekends as a part of the professional program and also for the community. To date, the following visiting instructors are a part of ArborVitae's faculty for the 2016-2017 school year:

7Song, Leslie Alexander, Robin Rose Bennett, Lata Chettri-Kennedy, Bevin Clare, Lena DeGloma, Jonathan Edwards, Dina Falconi, Patrick Fratellone, Amy Galper, Sezelle Haddon, K.P. Khalsa, Katinka Locasio, Chris Masterjohn, Anne McIntyre, Susanna Raeven, Karen Rose, Karyn Sanders, Cathy Skipper, Tammi Sweet, Peekka Trenkle, Nathaniel Whitmore, Matthew Wood.

ArborVitae operates in collaboration with the **Tri-State College of Acupuncture Postgraduate Institute**, which houses the school's classrooms.

CONTACT INFORMATION

School Location:

ArborVitae School of Traditional Herbalism
at Tri-State College of Acupuncture
80 8th Avenue, 1302 (entrance on 14th Street)
New York, NY 10011

Email: ask@arborvitaeny.com

Phone: 646-721-5998

Mailing Address:

ArborVitae, LLC
One Union Square West, suite 309
New York, NY 10003

Staff Contacts:

Richard Mandelbaum, RH, Co-Director

Email: richard@arborvitaeny.com

Phone: 646-942-7825

Claudia Keel, Co-Director

Email: claudia@arborvitaeny.com

Phone: 917-723-2309

Laura Espinoza-Wulach

Administrative Director

Email: admin@arborvitaeny.com

Phone: 617-894-6414

Samuel Perry, Teaching Assistant

Email: coursework@samuelperry.net

** Note: Please put 'Homework' in the subject line when emailing Sam!*

Laura Smith, Finance Administrator

Email: info@arborvitaeny.com

Phone: 646-721-5998 *

** Note: This is our school #; hours when Laura is specifically available by phone are posted online on our Contacts page.*

Shannon Van Loon, Finance Director

Email: finance@arborvitaeny.com*

** Note: Please direct all financial inquiries to Laura Smith unless directly contacted by our Finance Director.*



ArborVitae welcomes feedback about classes and the student experience.

Please email suggestions for improvement, comments, advisement inquiries and issues to admin@arborvitaeny.com.



CLASS LOCATION(S)

Most classes will meet in Room 1302 or 1303 at TSCA, 80 8th Ave, New York, NY.

A portion of this course will be held in other venues and outdoors. Locations will include the High Line Park, New York Botanical Garden, Brooklyn Botanic Garden, Central Park, Prospect Park, Brooklyn Bridge Park and Community Gardens and natural areas in the region such as Turtle Pond Farm in Bethlehem CT, Kittatinny Valley State Park in New Jersey and Dina Falconi's permaculture gardens and homestead. There will be one overnight weekend in May 2017, location TBD.



SESSIONS

The ArborVitae calendar is divided into two semesters roughly following the college calendar, i.e. a fall semester September-December and a winter/spring semester January-May.

First and third year weekday classes are held weekly on Tuesdays from 9 am to 5 pm and the second year classes are held weekly on Wednesday from 9 am to 5 pm, plus one weekend a month. There will also be occasional (and optional) evening classes (usually Monday evenings). The class dates are listed in the student portal on the arborvitaeny.com website and in the syllabi.

EXTRA Q&A SESSIONS FOR STUDENTS

In addition, ArborVitae students will be offered extra monthly sessions (free of charge) with faculty to review case histories and additional topics not covered in class, as well as for review and clarification of topics that are part of the curriculum.

Sessions take place September through April, with about two sessions per month, for a total of 12 sessions per school year. They are all scheduled in advance and in the syllabus. Most sessions take place during the following times, but please note that there are exceptions.

- Monday evening 6:30-9:00 PM in the ArborVitae classroom
- Friday morning 9:30 AM- 12:00 PM in the ArborVitae classroom
- The Q&A sessions are held together with the 1st, 2nd, and 3rd year students as all benefit from each other's questions. Students should sign up for the Q&A ahead of time, so we can assign credit and allot space for all.

Note: Q&A sessions are not required but do count as program credit. They are not included in part time tuition, but part time students can sign up to come for an additional fee based on hours. They are an additional opportunity for interactive learning and can also count towards making up for missed classes in terms of required attendance.

COMMUNITY CLASSES & SPECIAL PROGRAMS

ArborVitae will host community classes, usually on Monday evenings. Occasionally they may also be offered on other days and times. These classes are open to the public and will cover a variety of topics. We aim to have community classes cover material that is not included in the professional program. Throughout the year ArborVitae may also offer special programs or intensives. Neither community classes nor special programs will be a required part of the program but they do offer an opportunity to delve deeper into a particular subject. Community classes do not count towards professional program attendance hours. They can be attended at an additional cost. ***All enrolled ArborVitae students receive a 25% discount for community classes if you purchase the class online.*** Please use the code **avstudent25** when registering for a community class online to receive the 25% discount, or you can pay \$27 at the door (a 23% discount) for \$35 classes.



Note: All community classes and special program will be posted on the ArborVitae website and notices will be sent to those who have signed up for the ArborVitae newsletter. **This is a different email list from the emails sent to program students.** If you are interested in keeping abreast of these classes we strongly recommend signing up for this list. You can sign up for it on our website www.arborvitaeny.com.

FOOD, DRINK, MEALS & HERBAL TASTES

Throughout the year, **students will be offered many tastes of herbs in many different forms.** This is an aspect of learning herbs; however, **it is always optional to partake!** We strongly encourage students to taste by the drop or to smell, use topically, or avoid completely, if they have any concerns of sensitivity or idiosyncratic responses. Teachers are available to answer questions about the herbs as well.

Herbal teas will often be provided during classes. **Water** (hot and cold) is also provided through a dispenser in the classroom and students are welcome to make their own infusions etc. ArborVitae provides mugs, plates and cutlery (as we try to avoid disposables). *All students must wash the dining items they use and help generally with cleanup after class.*

Lunch times for classroom days are generally for 1 hour and between 12:30 - 1:30pm. However there will be exceptions, and as much as possible we have noted these in the syllabus.

- *Students are very welcome to bring lunches and eat in the classroom.* Food can be stored for the day in the fridge and heated up on the school's hot plate or toaster oven. *Students are welcome to use the school's kitchen dining items but must wash them after use.*

Field trips generally require bagged lunches, as there rarely is the opportunity to purchase lunch in the field. For some field trips (such as the visit to the Falconi homestead), lunch will be provided and there is no need to bring food unless one has special dietary needs.

Potlucks: Periodically will have potluck lunches as a way to spend time with visiting teaches and each other and to share good food. We notify students of upcoming potlucks by email and class announcements.

- We do encourage all students to participate but they are certainly not required.
- Potlucks are also an excellent time to share therapeutic and herbal food and drinks (and for such foods, they will be recognized as part of one's homework). ArborVitae parties are also potluck.

Snacks: There will be breaks in the morning and afternoon schedule for tea. Students are welcome to bring their own snacks for this time if desired, and also to bring snacks to share if so inclined. In some classes herbal and therapeutic foods will be prepared and tastes provided. When a student brings in their therapeutic and herbal food assignment, small tastes may be provided to other students.

Special Diets: Every effort will be made to address special diets & needs, but students should bring any foods they may particularly need that might not be available.

Alcohol Sensitivity: *Please let us know if you are sensitive to alcohol.* There are classes that outline herb medicine preparations that include alcohol and tastes of alcohol tinctures will be an option in many classes. ArborVitae will endeavor to make special arrangements if needed.

Compost: ArborVitae has a compost bucket in the office in which all herb, vegetable, animal, dairy and fats can be placed, as we compost (actually ferment food waste) through the 'Bokashi' (EM: Effective Micro-organisms) System. We encourage all students to regularly compost all herbs and food in the bucket. At the end of each day the class coordinator sprinkles the day's food waste with the inoculant. As we have to regularly transport these buckets to gardens, we regret we cannot take students home food-waste in class, but we encourage you to find your local community garden or other places to compost!



EDUCATIONAL EXPECTATIONS

Students are responsible for their own behavior and will be held accountable for that behavior. ArborVitae retains the right to ask any student who is not holding to these policies to leave class and/or school without refund.

STUDENT CONDUCT, SAFE SPACE & MUTUAL RESPECT

ArborVitae aims to maintain a safe and open environment for learning that promotes respect for and appreciation of each other and our natural world. Herbalists and those studying to be herbalists make up a wonderful and beautifully diverse community. The school values these differences among individuals; students as well as our teachers are expected to respect each person as a uniquely valuable member of our community.

ArborVitae holds itself and its students to its anti-discrimination policy. There is much to be learned from each other and the school maintains an inclusive environment so that we can listen and learn in this manner. Interactions are expected to be courteous, considerate and respectful. ArborVitae especially strives to be a space in which those from communities or groups that have been historically marginalized and under-represented on the basis of gender, sexual orientation, gender identity, race, ethnicity, or other factors, feel safe, comfortable and respected. Although we encourage all students to speak their mind, we remind them to always do so in a respectful manner that is relevant to the program and the topic, and to not speak in a manner that makes assumptions about another's political, religious, ideological, or other beliefs.

Antidiscrimination Policy

ArborVitae strives to create a space that is respectful of all, and in which we are not only tolerate those different from ourselves but share, learn and grow by embracing and celebrating diversity. It is unacceptable that there be any prejudice or discrimination exhibited on the part of students, teachers, or staff including but not limited to the basis of race, national or ethnic origin, language, nationality, gender, gender identity, sexual orientation, age, handicap or disability, creed, political activity, nationality, immigration, or citizenship status. Any student or other individual who believes such discrimination has taken place, such as statements having been made or actions having taken place that violate the spirit of this policy, should bring it to the immediate attention of the directors of the school.

Expressions or attitudes of non-tolerance, stereotyping, abuse, or discrimination are not acceptable while at school. The school considers this to be a shared responsibility on the part of all students, faculty, and administration.

HONOR SYSTEM

Plagiarism: ArborVitae regards plagiarism of any work to be a serious offence against the values of intellectual honesty. Herbalism is a tradition of ancient lineage where we all have learned from the experience of others over generations. However, we expect students to give tribute to their sources whenever possible and appropriate, and to never present someone else's work as their own. The focus of the program is for students to develop their own experience of plants and health, and they should endeavor to express this in assignments and in the classroom.

Virtual Library: ArborVitae seeks to provide students with an extensive virtual library in handouts, eBooks, audio and other media. However, for a great deal of this information, *ArborVitae only has permission to share this with our students.* Many e-books, teacher handouts and unedited media would not be available if they were shared beyond the classroom. Students are expected to honor this so we can continue to make such information available to them. If students want to share any electronic media information with non-students, they must contact the school first for permission.

PHOTOGRAPHY AND OTHER MEDIA

Periodically, teachers and other designated people will take photographs mainly for ArborVitae's own private records. Occasionally, we will post pictures of class activities on social media or our website. We do not name or 'tag' students (unless they specifically give us permission to do so). For such postings, we focus on class activities and teachers rather than portraits, but photos including faces may be included at times. ***We ask students to let us know if they particularly do not want photographs of themselves posted in any way.*** We will make every effort to not take any pictures of them, but if they happen to be in some group photo we will make sure those pictures will not be used in any way.

Student photography and other recordings: Fellow students can take pictures in the classroom and outings for their own personal use if our other students' photo wishes are respected and as long as it isn't disruptive to classes. As these photos help us document the year, *we request that those photos be sent to ArborVitae (please email them to ask@arborvitaeny.com).* With the exception of botanical pictures they may take on outings, students cannot take or use pictures professionally or commercially without written permission. Generally, students can record audio and video solely for their own personal use, if not disruptive. However the school and its teachers reserve the right to prohibit recordings at any time. Students may not share their personal recordings without written permission and we ask them to offer the school a copy.

CLASSROOM EXPECTATIONS

Students are expected to refrain from all cell phone calls, texts and Internet use during class time, except for an emergency, or on class breaks.

HERB ETHICS

As students of herbal medicine with a focus on clinical practice, students working with clients or others are expected to abide by the **Code of Ethics outlined by the American Herbalists**

Guild here: americanherbalistsguild.com/ethics. Of particular note for the classroom, when personal information is shared whether by a student, in-practice intakes or visiting clients, strict professional confidentiality is to be observed.

ArborVitae students will be taught how to **ethically harvest medicinal plants** and will be oriented to the principles and practices of sustainability, and are expected to abide by them.

ATTENDANCE POLICY

For students working toward a certificate we maintain the following attendance policy: Students are expected to attend all program classes. The curriculum builds on itself and works together as a whole and missing classes will limit a student's education. We expect that students note the class dates and times and plan their schedules accordingly.

Upon entering and exiting the classroom students must sign in on the attendance sheet that will be posted at the door or with the class coordinator. This is essential for us to be able to assess your attendance. If a student fails to sign-in, they will be marked as absent for the day. **Students are expected to arrive to classes on time, on or before the 9:00 a.m. start time.** We strongly encourage students to come to class early (and share a cup of herb tea) to ensure that you are present at the start of class. The information shared at the start of a class usually sets the context for the rest of the class and arriving late can be disruptive to teachers and fellow classmates. We will honor your time by beginning and ending class on time; thus we request that you respect your fellow classmates and all ArborVitae teachers by arriving early and being ready to begin class on time as well.

We understand that there may be times of special obligations, and sometimes, even herbalists get sick. Rest, drink some infusions, try some herbs out and please let us know. You will have access to all class related information, reading and assignments through the student portal.

With this in mind students can miss up to 15% of class time and still be eligible for the certificate. The extra Q&A sessions can be used to make up class hours missed. Attendance at these meetings is optional and counted as extra hours.

If a student misses more than 15% of class time, they may, with permission of the school make up the missed classes, either with assignments or by taking a similar class at another time (including the following year. All class handouts and other class media will be available for the student to review in the student portal. Audio recordings of the missed classes may be available to assist in class make up projects. Students who miss more than 15% of class time and who would like to be considered for the certificate must contact the school Directors in order to develop a protocol to make-up the missed work.

If a student has taken a similar class as to one offered, he/she can apply for class credit and, if granted, the absence will not be counted. However we recommend that students attend the similar class if possible, as different presentations and perspectives on herbal topics help to deepen our understanding of the many facets of herbal practice.

If a student arrives after 9:00am, the number of minutes they are late will be rounded up to the nearest quarter of an hour and doubled. So, for example, if a student arrives at 9:11am, 30 minutes (11 rounded up to 15, doubled) will be deducted from their attendance hours for the day. Since we count the 85% attendance requirement based on hours attended, not days attended, a few late days can quickly add up to many missed hours of class. If you know ahead of time that you will be late to a class, please email admin@arborvitaeny.com to inform the school; in this case, the actual amount of time you are late to class will be deducted (it will not be doubled).

Thank you for respecting our teachers and coming on time, and please let us know if you foresee any potential conflicts in doing so.

CLASS RECORDINGS

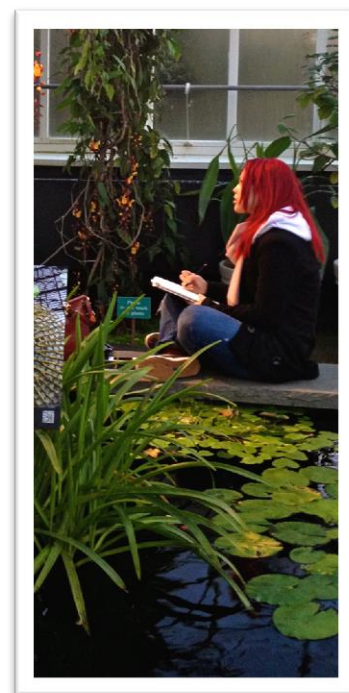
Many of the classes will be audio recorded, and when possible will be made available to students online. Students can listen to these recordings as often as needed, and the recordings can assist in the makeup of missed classes. The main objective of the recordings is so that students can listen to a class a second time; it is not a substitute for attending the class in-person. If a student wants to listen to the recordings to make-up missed classes in order to increase their attendance percentage, they may also have to complete additional work to demonstrate an understanding of the class material.

CLASS ASSIGNMENTS

Homework assignments will be given to students at the start of the school year, but these assignments may be amended or added to by teachers as the semester progresses. They are given to help root and 'bring home' the knowledge and practice of herbal medicine. We are aware that students have full working lives outside of class and we seek to make them focused and simple so not to burden you with a heavy workload. That said, the home assignments are an integral part of the program and the students' understanding of herbalism.

Assignments range from short written reflections on readings/classes to observations of a particular plant over a semester or making fermented foods. A final project will be due in mid-April. Be prepared to document your work in a variety of ways if possible - i.e. camera, written or bringing to class a sample of a medicine you prepared.

Most classes require reading and students will be given a book list at the beginning of the year so they can plan to purchase or rent from the library the books they will need for class. If there are handouts that are required reading, they will be uploaded to the particular course in the student portal. (Students may then download the handouts from the student portal.) **Assigned readings are**



intended to be completed prior to class so that students are better prepared for class.

Students will submit their program and class assignments by uploading them to the student portal. (Their assignments will only be visible to teachers, administration, and the teaching assistant.) If there is a particular problem in scanning a written document for upload, students can submit assignments by hand. In some limited cases administration may be able to scan and upload homework for the student.

All assignments will receive a grade of Excellent, Complete, or Incomplete. In order to receive a Certificate at the end of the year that states “Outstanding Achievement” students will need to submit assignments *on time* and receive an *Excellent* grade on them. Students may request in advance an extension on assignments, which will be subject to the decision of the ArborVitae staff.

For written assignments, students must cite sources and only submit work that is their own. Plagiarism and missed or late assignments jeopardize the students’ ability to receive a certificate of course completion. (Please see ‘Student Conduct’ above.)



ARBORVITAE POLICY FOR CERTIFICATE OF COMPLETION

Each year of ArborVitae’s professional program reflects a considerable immersion into the art and science of herbal medicine. The school assesses students’ class hours and assignments to reflect this study and award its graduation certificates. ArborVitae grades according to Excellent/Complete/Incomplete but seeks to inspire, support and recognize excellence in all areas.

If a student does not abide by the statement of student conduct, adhere to the attendance policy, and complete class assignments they may relinquish their opportunity to receive a certificate of completion.

Only full time students are eligible for certificates. Specific requirements for receiving the certificate include:

1. Attend at least 85% of class hours
2. Complete the online course requirement, which includes both attendance and assignments (A&P for Year 1, Clinical Roundtable or Living Wisdom for Years 2&3)
3. Complete homework assignments, including class presentations, final projects, and case reports (for Years 2 & 3)
4. Pay tuition in full

As discussed above, in order to receive a Certificate of Completion that states “Outstanding Achievement” students must submit assignments *on time* and receive an *Excellent* grade on them.

STUDENT BENEFITS

- ◆ Students will receive a valid student I.D. issued by the **Tristate College of Acupuncture**, which provides students with discounts wherever student IDs are honored. There is a one-time administrative fee of \$50 for this I.D. An ArborVitae school sticker will be provided for the I.D. as further evidence of student enrollment.
- ◆ All enrolled students will receive a student membership to **United Plant Savers** and are entitled to all its membership benefits, which include: quarterly journal, fall endangered plant giveaway and other discounts (including conference discounts) and resources
- ◆ Students receive a discounted membership to the **American Herbalists Guild**, which provides numerous benefits and discounts which are outlined [here](#).
- ◆ Students receive a **25% discount to ArborVitae Community Classes**. Students may use the code **avstudent25** when registering online (if paying in person for a \$35 class, students receive a 23% discount and pay \$27).
- ◆ Students receive a 10% discount at and local herb shops **Flower Power**, **Remedies**, **Radicle Herb Shop**, **Integral Yoga**, **Kamwo**, **New York Institute of Aromatherapy**, Antidote Apothecary and Tea Bar, and **Perelandra**
- ◆ Students may create a wholesale account at herb retailer **Starwest Botanicals**. To do so, students should provide the school's name and their student ID # in the company name field of the application. Registration for a wholesale account can be found [here](#).
- ◆ An online **Student Portal** is available for students to access a virtual library of articles, eBooks, class audio recordings and possible video. (Please see note below on virtual library.)
- ◆ First and second year students can attend our community clinic free of charge, and are highly encouraged to do so, as this enhances the student's understanding of clinical herbalism from a different perspective. Please email admin@arborvitaeny.com to schedule your appointment in our community clinic.

The school will explore other opportunities to provide additional student discounts for herb-related events and vendors.

WI-FI INTERNET CONNECTION

A Wi-Fi Internet connection is available in the ArborVitae classrooms and the password will be provided. However, personal use is restricted for class time. Please limit both texting and internet use for breaks, lunch and personal emergencies.

REGISTRATION AND FEES

APPLICATION

Prior to the start of school year, students must submit an application for their chosen program and pay a deposit of \$500 to hold their place. Applications and links to pay deposit can be found, respectively, at arborvitaeny.com/applications and arborvitaeny.com/tuition.



REGISTRATION

- ◆ Full time students will be automatically registered for all program classes.
- ◆ Part time students will be automatically registered for the part time track they choose and any additional added classes they choose at the beginning of the year. To register for additional classes, students need to contact administration and/or register online.
- ◆ Community classes and specialty classes require registration on our website. Students will be given a coupon code for 25% discount (see Benefits).

PAYMENT AND FEES

ArborVitae uses a tuition-based payment system. More information can be found at arborvitaeny.com/tuition. Students wishing to pay their tuition via check should contact the school at info@arborvitaeny.com.

ArborVitae is committed to working with students to develop payment plans that are appropriate to their income level. A number of options are available and we are open to developing personalized plans as well. All students who choose to go on a payment plan rather than paying their tuition in full must fill out a [Payment Plan Agreement Form](#), which can be found on the ArborVitae website.

ADDITIONAL EXPENSES

- ◆ **Required books**, most of which are available used or as eBooks. ArborVitae is developing a library of required books though it is limited at present time.
- ◆ Students are responsible for their own **travel costs** to and from class, including days when there are field trips within the city (such as city parks, botanic gardens, etc.) as well as locations in the nearby region. In some cases this may include a small expense for gas and tolls (carpooling will be encouraged and facilitated). Whenever possible ArborVitae will contribute to or pay for special travel costs.
- ◆ **Student/Tri-State I.D.s:** Our school building requires their building issued I.D. for regular entrance of students and charges \$50, so this fee is passed on to all students. *This is a one-time fee for all three years, as students can use the I.D. in subsequent years with annual ArborVitae stickers. Students who lose their I.D.s will be charged \$50 to replace it.*
- ◆ Teas and herbal food samples will be offered in a number of classes, but **unless otherwise noted, meals during classes and field trips will be at students' expense.** In general additional materials fees will not be charged for classes involving medicine or food preparation, except for unusual and limited circumstances in the case of costly materials.

- ◆ There may be additional fees for **optional herb or food supplies for formulations that students may personally use** or take home from classes.



PAYMENT PLAN OPTIONS

If a student is not able to pay in full at the beginning of the school year, ArborVitae offers four payment plans: Clover, Mugwort Monthly, Calendula, and Impatiens. Any student choosing to use a payment plan rather than paying their tuition in full must fill out the Payment Plan Agreement form, found at <http://arborvitaeny.com/?p=2021>, in which they will affirm their legal responsibility to make all payments and provide credit card information for delinquent payments (no charges to a student's card will be made without first notifying said student). ArborVitae does not charge extra interest, nor an administrative fee for payment plans, unless the payment is late, in which case **a late payment fee of 1.4% is charged per week late**.

To sign up for a payment plan, a student must “purchase” one of the payment plan subscriptions listed on the website. The first payment is made at the completion of the checkout process. Subsequent payments are based on the date the plan was first purchased. **Students MUST sign up for a payment plan by September 1st**. Please direct any questions regarding payment plans to tuition@arborvitaeny.com.

We offer four types of payment plans:

- ◆ **Clover Plan** – 4 payments, made every other month. Available to all students.
- ◆ **Mugwort Monthly** – 8 payments, made every month. Available to full-time and part-time: weekday students.
- ◆ **Calendula** - 12 payments, made every month. Available only to full-time students. This plan must be selected by June 1st.
- ◆ **Impatiens** – 15 payments, made every month. Available only to full-time students. This plan must be selected by March 1st.

Please note that all payment plans *must be completed by the end of the school year in May*. Certificates are only awarded to students who have paid their full tuition.

Most of all, we are happy to have you learning with us and we ask that you remain responsible for paying your fees and classes in a timely matter. If something does come up, please communicate with us about it so we can find a mutually agreeable way to support your herbal education with us!

FULL-TIME & PART-TIME ATTENDANCE

The curriculum is cumulative and thus attending all classes is highly encouraged. However, if students miss occasional classes (up to 15% of class hours), they will still be eligible for the

graduation certificate. (Please see attendance policy above.) If space permits, ArborVitae offers weekend and weekday part-time tracks with options to add on hours/classes. For more detailed information view or download this pdf: [ArborVitae FullTime & PartTime options](#)



CANCELLATION & REFUNDS

STUDENT WITHDRAWAL

Students will receive a full refund minus the deposit if they officially notify the school of intent to withdraw before September 1st.

If a student withdraws after classes start, they are required to pay the tuition for the entire school year, as specified in the Payment and Fees Section. We are a very small school and depend upon your commitment to joining our school when you enroll.

DEFERMENT

If needed, a student who is accepted into the program may choose to defer the acceptance until the following year. However, they must let the school administration know by September 1 if they are going to defer. If they have already paid their deposit, they will not need to pay the deposit the subsequent year if they notify the school by September 1. Otherwise, they will need to pay a deposit the subsequent year prior to enrolling.

MISSED CLASS

See attendance policy above for missing professional program classes. For community classes, students who notify the school that they will be unable to attend class 5 days prior to the class will receive a refund or a money credit to use towards another community class.

CLASS CANCELLATION

If a class is cancelled due to unforeseen circumstances such as a hurricane, snowstorm or teacher absence etc., it will be rescheduled at a time that is convenient for most students. If a student is not able to make it on the new date/time the teacher will find an appropriate way to get them the missed information and/or give class credit.

FINANCIAL AID

WORK STUDY

For each class year, ArborVitae offers work-study positions as a Class Coordinator and a Back-Up Class Coordinator. Their roles include (but are not limited to): arriving early to take attendance at each class, recording the class, and assisting with set-up and breakdown of the classroom if required, and any other general on-site assistance the school or teacher may need. For this service, the Class Coordinator is awarded 10% off the price of the tuition and the Back-Up Class Coordinator is awarded 5%. This percentage may be adjusted in either direction according to work provided to the school. Students need to apply for this position. Please contact ask@arborvitaeny.com for an application.

Other work-study positions may be available as need arises and according to a student's skill set. If a student has a particular skill or idea of a service to ArborVitae, they are welcome to submit a proposal. The school will make increased efforts to offer work-study positions, but they are limited at present time.

SCHOLARSHIPS & STUDENT LOANS

ArborVitae takes seriously the need of a scholarship fund and other forms of student financial assistance or aid, and will continue working on this as a high priority. ArborVitae hopes to set up a Scholarship Fund that will enable people and organizations to make tax-deductible donations, but this is not yet in place. If a student knows of a person or organization that may be able to contribute, small or large, we, along with your fellow students, would be grateful for your assistance. We are hopeful that in the future we be able to provide a limited number of students with scholarships. They will be distributed, as available, according to need and other criteria established by the school, and prioritizing full-time students.

We also are in the process of investigating the availability of low interest loans for students.



ARBORVITAE STUDENT COMMUNITY CLINIC

As part of the School's mission, we hold a twice monthly low-cost sliding scale community clinic, staffed by our 3rd year clinical students and supervised by practicing herbalists. All are welcome to attend the clinic. As noted above, ArborVitae 1st and 2nd year students can attend the clinic for free and are encouraged to do so (appointments are required – please email admin@arborvitaeny.com to schedule one). We envision this clinic becoming a vital community resource and thus encourage our students to share this resource with people in their communities so that we can reach as many people as possible.

Third Year clinical students will receive a separate Clinic Procedures and Responsibilities document that outlines the expectations and requirements for participating in the clinic as a student clinician. As noted in that document, failure to comply with any of the clinic rules may result in not being able to see clients in our student clinic, which is a required element of receiving the 3rd year certificate.



AMERICAN HERBALIST GUILD PROFESSIONAL MEMBERSHIP

Arborvitae's three year professional program consists of the first year foundational program plus more clinically focused years two and three. By the completion of the 3rd year students will have fulfilled the education requirements as well as some of the clinical hours outlined by the American Herbalists Guild in case they should want to apply to be a Professional Member of the Guild in the future. (The link to the American Herbalists Guild website is listed on the resources page.) Students are responsible for recording their own clinical hours and other requirements for the AHG Application.

