

Student Policies

Diversity

Kerala Ayurveda Academy encourages diversity and accepts applications from all minorities. Kerala Ayurveda Academy does not discriminate on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. Kerala Ayurveda Academy acknowledges that information pertaining to an applicant's disability is voluntary and confidential and will be made on an individual basis. If this information is presented, Kerala Ayurveda Academy will reasonably attempt to provide an accommodation to help make the program more accessible for the qualified applicant. All inquiries about accommodations should be made to the admissions administrator upon registration of the program.

Attendance Policy

Attendance is monitored via attendance taken in-class and during live streamed sessions. For all classes and programs, 95% of live attendance is compulsory to receive your certificate. If you miss any portion of the program, you may review the recording in order to receive your certificate.

Make-up and Retake Policy

If a student is absent from an in-class or live streamed session, they may watch the recording of a live streamed session. If they wish to retake the course, they may do so at 50% of the tuition.

Student Elearning Access

Students will have access to their elearning materials and recordings as long as the Academy technology will allow. We are not closing access once you have attended and paid for the class at this point in time.

Conduct

At KAA, programs are directed toward professional training. The students shall show respect to others and observe correct standards of conduct. The Honor System embodies values of personal integrity, honesty, and trust.

Fundamental to the Honor System is the Honor Code of Responsibility, and it is upon its principles that the Academy has based the Standards of Conduct.

Honor Code of Responsibility

Each member is responsible for maintaining a high level of civility, integrity, honesty, and trust within the community.

Each student is responsible for presenting work of her/his own creation and refraining from representing as her/his own work that is not hers/his.

Conduct in keeping with the attendance policies.

Termination Policy

If the course is terminated after the student begins classes, the Academy may retain a percentage of the total tuition as described in the Refund Policy.

The official date of termination of a student shall be the last date of recorded attendance when withdrawal occurs in any of the following manners:

§ When the student is terminated for a violation of a published Academy policy which provides for termination; or,

§ When a student, without notice, either fails to attend classes, view recordings or access content in the elearning for thirty (30) calendar days.

A student will be determined to be withdrawn from the institution if the student has not attended any class for three consecutive class days. They will be notified by email after three missed classes and they will be dropped at that point.

Suspension and Dismissal Policy

There are disciplinary guidelines to provide an environment to learn and grow independently, which give students rights and responsibilities.

Any behavior disruptive to other students or the smooth running of the class will not be allowed.

Students will have to pay the tuition on time; this includes the one-time fees and payment plans.

Students have to maintain a passing grade of 70% (when applicable).

For behavioral issues: At first incidence, warning will be given. At the second incident, the student will be suspended for the entire weekend. A student will be readmitted after a suspended weekend. If the behavior persists, the student will be dismissed from the program. When the conduct of the student threatens the other student's safety, KA reserves the right to dismiss a student immediately.

For nonpayment issues: verbal and written warnings will be sent from Student Support Services. After 3 attempts and no response from the student, the student will be immediately suspended.

A Suspension is defined as when the student's learning account is deactivated and the student is withdrawn from their program.

Financial Aid

Kerala Ayurveda Academy does not offer state or federal financial aid to students.

Language

All classes are taught in English. You must have a high school level of proficiency in English to attend these courses.

Record Retention

All records concerning Kerala Ayurveda Academy are kept for fifty years after a student's completion, withdrawal, or termination, with the exception of transcripts which are kept permanently. Student records are kept at Insert Address. Students requesting copies of these documents must submit a signed letter to the above address to the attention of the Academy.

Student Complaint Procedure

If a student complaint should arise, they may contact Admin office Support, at +91 0484 2628707 or at kalacademy@keralaayurveda.biz. If the student's complaint is not resolved after speaking to Admin office, they may contact the Director of Kerala Ayurveda Academy, Vaidya Dr.Dhanya Radhakrishnan at +91-9562508426, drdhanya@keralaayurveda.biz .

Transferring of Credits & Credentials

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT KERALA AYURVEDA ACADEMY. The transferability of credits you earn at Kerala Ayurveda Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the certification programs are also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you seek to transfer after attending Kerala Ayurveda Academy to determine if your certificate will transfer."

KAA has not entered into an articulation or transfer agreement with any other college or university.

There are no transfer credits for Short Programs only. Transfer credit may be awarded for applicable coursework of comparable Certification Programs completed at other accredited or state approved/licensed institutions once verified and approved by the Director. Up to 30% of credit hours for Certification Programs may be transferred. Courses will be considered for transfer credit if relevant to the certificate program and completed with a grade of B or higher, or the equivalent if another grading system was used. Prerequisite and corequisite courses must

meet the criteria set forth by KAA. **Application and official transcripts must be submitted for all transfer credit approval.**

Please note that any course/courses from Kerala Ayurveda Academy US can be transferred on a case by case basis. Please contact us for more information.

Experiential Credit

There is no credit granted for experiential learning.

Refund and Cancellation Policy

The student has a right to cancel their enrollment and obtain a refund up to 21 days prior to the start of the class minus a \$50 administrative fee. A written notice from the student, about the cancellation is required and should be emailed to **kalacademy@keralaayurveda.biz**.