



Minnesota Institute  
OF Ayurveda

# ACADEMIC COURSE CATALOG

## 2023-2024

AYURVEDIC HEALTH COUNSELOR

[www.mnayurveda.com](http://www.mnayurveda.com)

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**Minnesota Office of Higher Education**

1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108-5227

**Phone:** (651) 642-0567  
**Toll Free:** (800) 657-3866  
**Fax:** (651) 642-0675

**Minnesota Institute of Ayurveda**

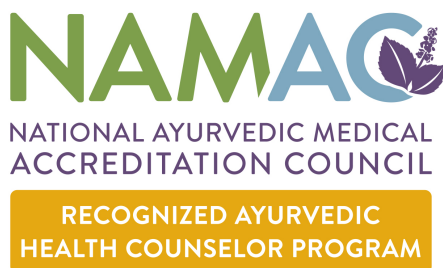
**Mailing Address**

15545 June Grass Lane,  
Eden Prairie, MN 55347

**Phone:** (612) 868-8591

**MNIA Governing Body & Officials:** Asavari Manvikar

Minnesota Institute of Ayurveda's Ayurvedic Health Counselor Program has been reviewed and recognized as providing training at the professional membership level by the National Ayurvedic Medical Association.



Updated: March 30th, 2023

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# Welcome to the Minnesota Institute of Ayurveda

## Our mission:

To bring comprehensive, evidence-based Ayurvedic education to the global community to promote health and wellness

## Our vision:

To integrate the ancient wisdom of Ayurveda with conventional healthcare to make it more accessible to people

## Brief Introduction to Ayurveda and Program Objectives

The Minnesota Institute of Ayurveda invites you to discover the science of healing!

Ayurveda is an ancient science of healing that originated in India over 5000 years ago. In Sanskrit, the word Ayurveda means “the science of life.” It emerges from the ancient Vedic culture and was passed down for many thousands of years through oral traditions from spiritual masters to their disciples. Based on the eternal principles of mind, body, and spirit, this healing system can be applied to the modern world and integrated with the current healthcare system.

This healing system based on rational, logical scientific principles is essential in understanding the pathophysiology of modern-day diseases at a deeper level. Ayurveda explores and addresses the root causes of a disease rather than simply addressing the surface-level symptoms of the disease. It uses comprehensive diagnostic tools to understand disease formation and manifestation. Through diet and lifestyle modification, herbal therapies, and cleansing treatments, Ayurveda promotes complete mind-body wellness.

Ayurveda is based on two primary goals:

1. **Health promotion and disease prevention:** based on the principle of “*swasthasya swasthya rakshanama*” which translates as “preserve the health of a healthy person”
2. **Comprehensive treatment options to get rid of a disease:** based on the principle of “*aturasya vicar prashamanam*” which translates as “help an ill person to get rid of disease”

The Minnesota Institute of Ayurveda offers professional Ayurveda courses at two levels: (1) Ayurvedic Health Counselor and (2) Ayurvedic Practitioner. (1) The Ayurvedic Health Counselor program is based on the 1st objective of Ayurveda. Through this course, students learn how to promote health and wellness as well as diagnose and prevent illnesses. (2) The Ayurvedic Practitioner program corresponds with the 2nd objective of Ayurveda. At the Practitioner level, students learn disease pathophysiology and comprehensive treatments.



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## Professional Opportunities

Upon completion of the Ayurvedic Health Counselor Program students should be able to:

- Identify and analyze a client's unique mind-body constitution (prakruti)
- Identify and analyze a client's current dosha state and imbalances (vikruti)
- Independently conduct Ayurvedic wellness consultations and offer guidance on diet & lifestyle modifications, adjustments to daily and seasonal routines, body work, massage therapies, pranayama, and meditation.
- Graduates can teach courses, host seminars on wellness, open own wellness center, spa, resort.

Professional opportunities and scope of practice varies with level of education. The Ayurvedic Health Counselor is a 10 month course and the Ayurvedic Practitioner is a 14 month course.

### Ayurveda Health Counselor Level 1 (10 months)

- Can conduct one-on-one diet and lifestyle consultations at a private clinic, wellness center, or an integrative medicine facility
- Ayurvedic Health educator
- Ayurvedic Esthetician
- Work in the consumer product industry focused on herbal products or cosmetics
- Work in a spa or holistic center
- Yoga teachers can integrate this program with their practice and teaching of yoga

### Ayurveda Practitioner Level 2 (14 months)

- All opportunities available as an Ayurvedic Health Counselor
- Additionally...*
- Can conduct one-on-one consultations where they can offer, in addition to diet and lifestyle, herbs, purification, and rejuvenative therapies at a private clinic, wellness center, or an integrative medicine facility
- Freelance Ayurveda writer
- Contribute to Ayurvedic research
- Teach at conferences and present case studies

*\*At this time there is no licensure for Ayurveda practice in the U.S.*

## Why study at the Minnesota Institute of Ayurveda?

- 1 Small class-size
- 2 Convenient, flexible learning platform
- 3 Supportive community
- 4 Specialized pulse diagnosis technique
- 5 NAMA (National Ayurvedic Medical Association) approved certificate program

# M N I A

Motivational mentoring  
Network of supportive alumni  
Individualized attention  
Authentic, scientific education



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## Faculty Profiles:

### Primary Instructor

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#### Asavari Manvikar

**Bachelor of Ayurvedic Medicine & Surgery  
Doctor of Medicine (Ayurveda)**

Asavari earned her Bachelors and Doctor of Medicine in Ayurveda from the University of Pune, India. Through her BAMS courses, she learned how to integrate conventional medicine with Ayurvedic medicine. She demonstrated her expertise by earning a gold medal for her scholarly thesis by the Indian Institute of Medicine.

Now based in Minneapolis, MN, Asavari is the founder of Ayuwellness and co-founder and owner of the Minnesota Institute of Ayurveda. She is also a graduate faculty at the University of Minnesota and Normandale. Beyond Ayurveda, she enjoys being a mother, wife, professor, and yoga teacher.

### Visiting Faculty

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#### Marda Madangopal

**BAMS, Masters in Ayurveda, Ayurvedic Doctor, Internship Mentor**

Marda is a classically trained Ayurveda doctor with over 25 years of experience in Ayurveda practice. He specializes in cardiac care. He is passionate about Ayurvedic research and has served as a research officer at the Ayurveda Research Institute in TAMV Pune. Marda also serves as an Ayurveda consultant at Cinq Modes Spa in France.

#### Rupali Panse

**BAMS, Ayurvedic Doctor, Visiting Faculty, Internship Mentor**

Rupali Panse is a classically trained Ayurvedic Doctor, with over 18 years of practice in Clinical Ayurveda and Panchakarma. She has a post-graduate certificate in child counseling. She mentors students at a couple Ayurveda institutes in India to promote Ayurvedic nutrition and lifestyle. Rupali is also an author and blogger.

For more details about the faculty go to the website [www.mnayurveda.com](http://www.mnayurveda.com)



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# AHC Learning Format Options

## Option 1

### Distance Learning (Online only)

Duration - 10 months

On line Certification Program hours- 609Hrs.

- Attend 10 Weekend Intensive Classes
- 38 Wednesday Classes, Virtual Classes
- Online Pre-Recorded Lectures and Assignments
- Prerequisite-  
GED or High School Diploma (min)  
Minimum 18 yrs old.
- Eligible- Minnesota Institute of Ayurveda  
Course Completion Certificate

## Option 2

### In person Learning (Hybrid)

Duration - 10 months

Hybrid Certification Program Hours-609 Hrs

Please see details

- Attend 10 Weekend Intensive Classes, In person and Live-streamed
- 38 Wednesday Classes, Virtual Classes
- Online Pre-Recorded Lectures and Assignments
- Prerequisite- GED (min), 18 yrs old
- Co requisite- Anatomy and Physiology 4  
College level credits
- Eligible-Minnesota Institute of Ayurveda  
Course Completion Certificate  
NAMACB Exam (additional fee)

## Option 3: In Person Learning (Hybrid)

Out state students who are unable to attend 10 weekend intensives in person and want to take NAMACB exam after the graduation pay additional fee to satisfy NAMAC requirement of meeting 180hrs in person.

- Immersion 1: Sept 1st to 5th, 2023, 8:30am to 6:30am (40 hrs) (\$800)
- (Room, boarding and travel not included)
- Immersion 2: India Study Tour 14 days (140hrs) (\$3000-\$3500)
- (Room, boarding and domestic travel included. International Travel is not included.)

Note: After the completion of the program only Option 2 and 3 students can sit for the NAMACB Exam. NAMACB Exam is recommended by not required for the students to practice Ayurveda in the United States.

## Clinical Internship Only Students

Students who have completed the classroom learning at another Ayurveda school may apply to be admitted to MNIA to complete their clinical internship requirement. Applicants must provide a transcript that shows completion of the classroom learning from previous Ayurveda educational program. Clinical supervision students will meet with an Internship Mentor one weekend a month from Feb to May to work with client encounters (hands on clinical experience), submit internship client forms, review internship cases, and to discuss internship questions. Tuition for Clinical Internship Students is \$2250 including one time technical fees). Tuition must be made in one-payment. One time non refundable Application Fee(\$100) and Technical Fees(\$250).



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# AHC Prerequisite Distance Learning Format :Option 1

1. Minimum qualification high school diploma or equivalent prior to the enrollment. (Transcripts required)
2. Anatomy and Physiology Credits not required.

## AHC Co-requisite In-person Learning Format: Option 2 and 3

**As part of the admission process, documentation of the following is required:**

1. Transcripts of high school diploma or any other higher education.
2. Transcripts showing successful completion of a minimum of 4 credits of college level Anatomy and Physiology or equivalent.
3. Alternatively, if a student has not taken Anatomy or Physiology at the time of enrollment, he or she can submit proof of concurrent enrollment in a 4 credit college level Anatomy and Physiology class. Online Anatomy & Physiology Course Option: Corexcel: [Anatomy & Physiology](#)

### **For all Options:**

- **No prior experience or background in healthcare is required for joining the course.**
- **No specific age requirements to attend the program. Any adult can join the course.**

## Equal Opportunity Policy

The Minnesota Institute of Ayurveda shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.

## MNIA Student Code of Conduct

We expect the students to treat the faculty, fellow students, guests, and clients with respect. Students are expected to maintain an attitude of professionalism and respect for interpersonal boundaries. If a student does not follow these policies, they will be given one warning. If behavior does not change in a timely manner, he or she will be dismissed.

Basic Professionalism Guidelines are as follows:

- **Promptness** – Students shall be present and prepared for all appointments with clients no later than the exact time of the scheduled appointment.
- **Clothing** – Students shall maintain good hygiene and wear clean professional clothing. MNIA reserves the rights to ask students to leave, if MNIA deems that the student is dressed inappropriately.
- **Politeness** – Students shall welcome the client with kindness.
- **Keep records** – Students shall record in writing all interactions with clients. Appropriate documents will be completed in a timely manner. All advice, recommendations and discussions in person, via email or on the phone shall be documented and kept in the client file.
- Students shall not bring food items that are inappropriate to the classroom of the Minnesota Ayurveda Association. Students shall not participate in the sale, use, or promotion of any intoxicants or illegal substances at any Minnesota Institute of Ayurveda classes or events or with any other student of the school, on or off site.



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# Ayurvedic Health Counselor Program Overview

Description	Hours	Option 1 Format	Option 2 Format	Option 3 Format
Weekend Classes Saturday & Sunday (18.5 hrs/weekend for 10 weekends) Inclusive of: Clinical Setting Experience Ayurvedic Cooking Workshop	185	Distance Learning Live-stream	In-person	In-person
Weekly Class Wednesday (3.25hrs/week for 38 weeks)  Inclusive of: Sister Science Workshop Clinical Observation Workshop	124	Synchronous	Synchronous	Synchronous
Research Assignment	20	Asynchronous	Asynchronous	Asynchronous
Pre-recorded Lectures (5 hrs/week for 40 weeks)	200	Asynchronous	Asynchronous	Asynchronous
One-on-one Clinical Encounters	55	Asynchronous	Asynchronous	Asynchronous
Student/Faculty Mentoring	25	Asynchronous	Asynchronous	Asynchronous

## SUMMARY

Overview of Formats	Option 1	Option 2	Option 3	Total Hours
Hours	Live-stream	In-person	In-person	185
Hours	Synchronous	Synchronous	Synchronous	124
Hours	Asynchronous	Asynchronous	Asynchronous	300

**PROGRAM TOTAL: 609 HOURS**

## Client/Patient Encounter Requirements:

Observational Encounters	25
One-on-one Client Encounters (6 clients, 4 visits)* + (1 client, 1 visit)	25

\*If a client no longer wishes to continue, additional clients can be seen to meet the 25 Client/Patient encounter requirement.



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# Ayurvedic Health Counselor Curriculum

## AHC 101 | Introduction to Ayurvedic Philosophy & Preventative Science

*Shada darshana and Swastha vrutta*

- Introduction to Sanskrit
- History of Ayurveda
- Six Foundational Philosophies (*Shad Darshan*)
- Sāṅkhya Philosophy: Exploration of 24 Principles
- Introduction to the concept of qualities (*Gunas*)
- Introduction to Doshas: vāta, pitta and kapha
- Healthy Living: Daily & Seasonal Routine (*Dinacharya and Ritucharya*)

## AHC 102 | Concepts of Ayurvedic Anatomy & Physiology

*Dosha-dhatu-mala Vijñānam*

- Constitution: Concept of Prakriti
- Discussion of Sub-doshas
- The Seven Tissues: Formation & Nutrition
- Properties of Tissue (*Dhātu*)
- The Systems and Channels of the Body: Concept of Srotamsi
- Introduction to Gut Health: Agni
- Concept of Mind & Ayurvedic Psychology
- Concepts of Vitality, Radiance and Immunity (*Prāṇa, Tejas, and Ojas*)

## AHC 103 | Ayurvedic Pathology

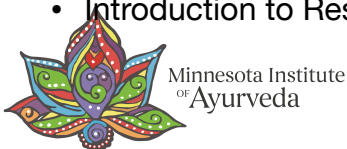
*Dosha-dhatu-mala Vikruti*

- Imbalance of Doshas: Concept of Vikruti
- Disorders of Tissues (*Dhātu dushti*)
- Disorders of Channels (*Srotamsi*)
- Introduction to Gut Health: Ama
- Review of Vitality, Radiance and Immunity (*Prāṇa, Tejas, and Ojas*)
- Imbalances in Vitality, Radiance and Immunity (*Prāṇa, Tejas, and Ojas*)

## AHC 104 | Ayurvedic Diet & Nutrition

*Ahār Vijñānam*

- Introduction to Food Science: Concepts of *Rasa, Vīrya, Vipāka, Prabhāva*
- Understanding the Six Tastes
- Vāta, Pitta, and Kapha Pacifying Diet
- Concept of Digestion
- Compatibility of Food Combinations & Guidelines for Healthy Eating
- Qualities and Actions of Different Food Groups
- Introduction to Ayurvedic Cooking
- Introduction to Research + Choosing A Research Topic



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## AHC 105 | Ayurvedic Herbology

*Dravya-guna-shastra*

- Introduction to Herbs: Concepts of *Rasa*, *Vīrya*, *Vipāka*, *Prabhāva*
- Herb Classification and Fundamental Terminology
- Administration of Herbs
- Purity, Storage, and Governmental Regulations
- Introduction to Triphala
- PRACTICUM I: Preparation of Triphala
- PRACTICUM II: Preparation of Trikatu
- PRACTICUM III: Preparation of Herbal Hingvāṣṭak
- Exploration of Spices: Medicinal Effects
- Continue work on Research Assignment

## AHC 106 | The Five Clinical Barometers

*Niadan panchakam*

- Why Diseases Occur
- Prodromal Signs & Symptoms of Disease
- Cardinal Signs & Symptoms of Disease
- Therapeutic Guidelines
- Pathogenesis: Stages of Disease Formation
- Ayurvedic Assessment Techniques
- Research Assignment Due

## AHC 107 | Ayurvedic Clinical Management I

*Kaya Chikitsā*

- Introduction to Chikitsā
- Introduction to Pacification: Shaman
- Introduction to Purification: Panchakarma
- Techniques & Benefits of Ayurvedic Massage
- PRACTICUM IV: Clinical Experience I

## AHC 108 | Ayurvedic Clinical Management II and Integration of Yoga

*Kaya Chikitsā*

- Marma Therapy
- Exploring Rejuvenation
- Five Sense Therapy (Aroma, Visual, Audio, Taste, Touch)
- Introduction to Pulse Techniques
- Sister Sciences I: Vastu & Vedic Astrology Jyotish
- PRACTICUM V: Clinical Experience II



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## AHC 109 | Integration of Ayurveda & Yoga + Special Topics I (Women's health)

- Sister Sciences II: Philosophy of Yoga
- Concepts of Chakra, Kosha, and Nadi
- Introduction to Women's Health
- Fertility and Pregnancy: Pre-natal & Post-natal Care
- Introduction to Pediatric Healthcare
- PRACTICUM VI: Clinical Experience III & IV

## AHC 110 | Special Topics II (Business ethics), Course Review, and Final

- Business Ethics & Research Ethics
- Review of Western Medicine
- Review of Other Alternative Medicines
- Integration of Ayurveda with Conventional Medicine
- **Final Exam Administration**
- Graduation



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# AHC Program Details

**Primary Instructor:** Asavari Manvikar

**Visiting Instructors:** Refer to page no.6

**Phone:** 612-868-8591

**Email:** [asavari@mnayurveda.com](mailto:asavari@mnayurveda.com)

**Virtual Office Hours:** Tuesday 9:00-10:00 am CST or by appointment

**Lectures\*:** Wednesday 6:00-9:15 pm CST (Virtual)

Saturday & Sunday 9:00 am - 6:15 pm CST (In-person and Live)

Strong Internet Connection Required

**Participation Requirement:** Students are expected to arrive at class at least ten minutes early, be ready to start class on time and stay for the full day of class until class is dismissed. Students who are late must wait outside the classroom until the opening chants are completed. Arriving late or leaving early more than three times during the school year will constitute a failing grade unless the student is excused by the instructor. To ensure they pass the class, additional assignments may be given to any student who is late more than three times.

## Required Texts

Textbook of Ayurveda, Volume One: Fundamental Principles of Ayurveda, Vasant Lad, et. al

Textbook of Ayurveda, Volume Two: A Complete Guide to Clinical Assessment, Vasant Lad, et. al

Textbook of Ayurveda, Volume Three: General Principles of Management and Treatment

Ayurvedic Medicine: The Principles of Traditional Practice, Sebastian Pole

Students are required to purchase or borrow their own textbooks prior to the start of classes. These books are also required for Ayurveda Practitioner Certification.

## Attendance, Tardiness Policy, Graduation requirements

The student is responsible for attending 100% of the hours of instruction and is expected to be present at all classes. If the student is ill, or must miss a class, the student must inform the instructor and the student must make plans to obtain the recorded classes so that the student will have the opportunity to listen to the content of the class. In addition, the student will be required to take the Saturday quiz as soon as possible. This will assure the student has obtained a majority of the information in the class. Students may miss no more than 10% of any class. Missed material is the responsibility of the student.

If the student prefers to retake any class that is not completed and passed, graduation and certification will be postponed until the student completes the missed or incomplete material. Students will not receive their graduation certification document and will not be allowed to sit for the MNIA final exam until all classes are complete. These rules apply under any situation that the student misses the time of instruction in class.

**Deadline to finish all AHC graduation requirements including the coursework, assignments, quizzes, client encounters is June 30th, 2024. If the above AHC requirements are not completed by said date, the intern must pay a \$1,000.00 extension fee for an additional 6 months to complete the requirements. Studies may not be continued after that unless**



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# AHC Syllabus

Fall 2023

Date			Module	Reading	Due Dates
Sept	W	6	AHC 101   Ayurvedic Philosophy & Preventative Science	Textbook of Ayurveda Vol. 1, CH 1 & CH 2 Pg. 25-29  Textbook of Ayurveda Vol. 3, CH 5: Pg. 98-130	Assignment 1: Introductory to Ayurveda
	SAT & SUN	9-10			
	W	13			
	W	20			
	W	27			
Oct	W	4	AHC 102   Concepts of Ayurvedic Anatomy & Physiology	Textbook of Ayurveda Vol. 1, CH 2 Pg. 35-40 & CH 3-6  Textbook of Ayurveda Vol. 2, CH 7	Quiz 1: 10/07  Assignment 2: Constitution
	SAT & SUN	7-8			
	W	11			
	W	18			
	W	25			
Nov	W	1	AHC 103   Ayurvedic Pathology	Textbook of Ayurveda Vol. 1, CH 7 & CH 12  Textbook of Ayurveda Vol. 2, CH 9-11 & 13	Quiz 2: 11/04  Assignment 3: Ama
	SAT & SUN	4-5			
	W	8			
	W	15			
	W	22			
	W	29			
Dec	SAT & SUN	2-3	AHC 104   Ayurvedic Diet & Nutrition	Textbook of Ayurveda Vol. 3, CH 4	Quiz 3: 12/02  Assignment 4: Ayurveda Diet
	W	6			
	W	13			
	W	20			



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## Spring 2024

Date			Topic	Reading	Due Dates
Jan	W	3	AHC 105   Ayurvedic Herbology	Ayurvedic Medicine by Sebastian Pole  Pages will be on Canvas. Look under Module 105.	Quiz 4: 01/06
	SAT & SUN	6-7			Assignment 5: Understanding Triphala
	W	10			Herb Assignment 1
	W	17			
	W	24			
	W	31			
Feb	SAT & SUN	3-4	AHC 106   The Five Clinical Barometers	Textbook of Ayurveda Vol. 2, CH 1-2 & 4-6	Quiz 5: 02/03
	W	7			Assignment 6: Research Assignment
	W	14			Herb Assignment 2
		21			
	W	28			
March	W	6	AHC 107   Ayurvedic Clinical Management I	Textbook of Ayurveda Vol. 3, CH 1, 6 & 8	Quiz 6: 03/04
	SAT & SUN	9-10			Assignment 7: Ayurvedic Massage <u>AND</u> Clinical Experience I
	W	13			
	W	20			
	W	27			
	W	3			
April	SAT & SUN	6-7	AHC 108   Ayurvedic Clinical Management II	Textbook of Ayurveda Vol. 3, CH 9-10 & 13	Quiz 7: 04/06
	W	10			Assignment 8: Rejuvenation <u>AND</u> Clinical Experience II
	W	17			Presentation: Introduction to Ayurveda
	W	24			



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## SUMMER 2024

Date			Topic	Reading	Due Dates
May	W	1	AHC 109   Integration of Ayurveda & Yoga +Special Topics I	Textbook of Ayurveda Vol. 3, CH 11	Quiz 8: 05/04
	SAT & SUN	4-5			Presentation: Special Topic
	W	8			Assignment 9: Choice of Special Topic <u>AND</u> Clinical Experience III & IV
	W	15			
	W	22			
	W	29			
June	W	5	AHC 110   Special Topics II, Course Review, and Final	No Textbook Readings Review for Final	Assignment 10 Reflection
	SAT & SUN	8-9			<b>Final Exam:</b> 6/08
<b>Classes will not be held on the following legal holidays:</b> New Year's Day, Martin Luther King, Jr. Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day					



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# AHC Clinical Experience Requirements

## MNIA's AHC Client Requirement:

- 25 observational or student/client encounter with direct supervision of preceptor
- 25 one-on-one encounters

## NAMAC AHC Client Requirement:

Ayurvedic Health Counselors are required to have 50 client encounters in order to fulfill [National Medical Accreditation Council \(NAMAC\) requirements](#) for Client/Patient encounters\*.

**\*Note:** an encounter does not mean a new client. A student can meet one client multiple times for appointments and follow-ups.

For example, a student can meet six clients. For each client, they can schedule four appointments (1 initial + 3 follow-ups) and then 1 appointment with their mentor posing as a client. This would fulfill the 25 one-on-one encounters requirement.

MNIA will provide the students with reasonable opportunities to participate in 25 observational or directly supervised student/client encounters. The student is responsible to find their own clients to fulfill the 25 one-on-one encounters. For each client, a student must log and submit reports to their mentors.



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# ***MNIA Academic & Grading Policies***

## **Assignment/Homework Policy**

All homework assignments must be completed and turned in to the instructor as noted on Canvas. Homework is graded on a pass/fail basis. Passing grade is 70% or above. Passing grade homework is expected to be complete, correct, and turned in on time and the student is expected to demonstrate an understanding of the Ayurveda concepts studied.

Homework that is incomplete, incorrect, does not show an understanding of the Ayurvedic concepts, and/or is turned in late, will receive a failing grade, unless approved by the Primary Instructor. Students have the opportunity to make corrections or complete an additional assignment in order to receive a passing grade. The Primary Instructor will determine what corrections or additional assignments are required by the student to obtain a passing grade. Corrected homework or any additional assignments shall be emailed to the instructor within one week following the weekend of classes.

Students should plan on 20 – 25 hours to complete required home study and homework assignments between each weekend of classes (one month). This does not include reading assignments. Students will be required to make time to see practice clients during the month between class modules.

## **Quizzes Policy**

Quizzes will take place Saturday morning. The quiz topic will cover the previous weekends topics. Students must obtain a 70% passing score on all quizzes. If the student does not pass the monthly quiz, additional homework will be assigned to assure the student has adequate understanding of the information. This additional homework must be turned in to the instructor within one week following the weekend of classes.

## **Final Exam Policy**

Students will take the Final Exam on the date noted in the Syllabus. Students must obtain a 70% passing score on the Final Exam in order to receive certification from MNIA. If a student is unable to make the Final Exam, the student must inform the primary instructor 2 months in advance of the final exam, so that the primary instructor can make arrangements to administer the final exam at a different time. If an emergency arises, inform the primary instructor as soon as possible. Retake of an exam may be available, if necessary.

## **Certification of Completion Policy**

All homework assignments must be complete and turned in, all required exams passed, lecture classes and workshops attended (in person and via virtual platform) and number of practice client encounters completed (50 for AHC) for student to receive their Certification of Completion of the program and transcript of completed program.

## **Student Complaint Procedure**

The MNIA encourages students to discuss their concerns and complaints through informal conferences with the appropriate instructor or staff member. Concerns should be expressed as soon as possible to allow early resolution. If an informal conference regarding a complaint fails to reach an outcome satisfactory to the student, the student may initiate the formal process by filing a written complaint form. A student whose concerns are resolved may withdraw a formal complaint at any time. MNIA will take the necessary steps to address a formal complaint.



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# MNIA AHC Tuition & Fees

## Registration & Payment Policies-

Application fee of \$100 is due with submission of application.

## Seat deposit of and Technical Fee Payment-

Students are required to pay a total of \$750 that includes a Seat deposit of \$500 and Technical fee of \$250.00 due at the time of admission to secure the spot.

The \$100 Application Fee and \$250 Tech Fee are Non-Refundable.

## Payment options-

Zelle at [asavari@mnayurveda.com](mailto:asavari@mnayurveda.com) or PayPal via the website at 4% extra charge. One time payment is requested by a check mailed to the school.

Payment Plans	Tuition Installments	Number of Payments	Seat Deposit	Technical Fee	Total Cost Does not include Option 3	Installment* Due Dates
Single/ One-time	\$6,200	1	\$500	\$250	\$6,950	Sept 1, 2023
Quarterly	\$1,820	4	\$500	\$250	\$7,280	<u>Installment 1:</u> Sept 1, 2023 <u>Installment 2:</u> Nov 15, 2023 <u>Installment 3:</u> Feb 1, 2024 <u>Installment 4:</u> April 15, 2024
8 Month	\$930	8	\$500	\$250	\$7,440	Each installment is due on the 1st of the month from Sept-April

**\*Option 3 Additional fee is required check page 7**

**\*Late Fee Policy and Collection Procedure:** If student fails to make a payment on the given deadline according to tuition plan (ex: first day of month), then student will be fined \$40 per billing cycle after the deadline. Past due accounts may be subject to additional charges, including collection fees and collection agency commissions. Accommodations may be made by a case by case basis.

## Additional Requirements & Expenses

Students may incur additional costs while in school. Examples of extra costs include transportation, housing, meals, and academic supplies. Students should plan on having professional attire for the clinical setting. Additionally, students are required to have access to technological devices that can access Internet.

## Scholarships/ Financial Aid

The Minnesota Institute of Ayurveda does not offer state or federal financial aid, tuition



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# Probation, Withdrawal & Leave of Absence Policy

A student will be put on probation if he or she fails two consecutive assignments or quizzes and does not make them up within 30 days of receiving notice. A student will have to make up for the failing grades within 60 days to be removed from probation. If the student fails to do so, the student may be dismissed.

If a student becomes ill, or other serious circumstances occur that prevent the student from continuing in the program as originally intended, the student may withdraw from the program, or apply for a leave of absence. To complete either of these alternatives, the student must obtain an Application for Withdrawal or Leave off Absence from Student Services and return it to Student Services. The Leave of Absence or Application of Withdrawal will begin once MNIA has been notified via the appropriate application form.

The length of time a student may take a leave of absence is twelve (12) months. When the student is ready to return, the student must obtain permission from MNIA. The student may resume attending classes, if and when, space is available in the next class at the level where the leave began. The student must be in good academic and financial standing with the Institute. It is not necessary for the student to retake any classes if the course of study is resumed within twelve months from the beginning of the leave of absence.

## Refund & Cancellation Policy

*The following refund policy is a statutory requirement for a Private Career School in Minnesota.*

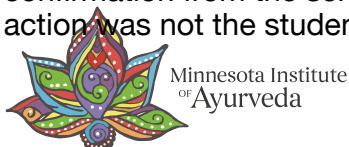
If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give notice that you are cancelling your enrollment within 5 days of being accepted into the school or program. This five-day refund policy applies regardless of when the program starts. If you give notice more than 5 days after you signed the contract, but before the start of the program (or first lesson for an online distance education program), you will receive a refund of all tuition, fees, and other charges minus 15%, up to \$50, of the total cost of the program. The \$100 Application Fee and \$250 Tech Fee is Non-Refundable.

If you withdraw after the start of your program and it has been more than 5 days after you were accepted into your program, you will receive a pro-rated refund of the entire cost of your program based on your last day of attendance. You will be provided a prorated tuition, fees, and other charges refund minus your initial application fees, up to \$50, and minus the less or 25% of the total tuition or \$100. Proration is based on whether your program is term-based or clock hours and how much of the program you have completed. If your program is term-based, the completion rate is the number of calendar days from the first date of the program through your last documented date of attendance divided by the length of the program. The completion rate is calculated to the second decimal point (.XX).

If your program is clock-hour based, the completion rate is the number of clock hours you actually attended divided by the number of clock hours in the program. The completion rate is calculated to the second decimal point (.XX). If you withdraw from your program after 75.00% of the program has completed, you are not entitled to a refund of tuition, fees, and other charges.

You will receive written notice acknowledging your withdraw request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Any mailed notice is effective of the date of the postmark if sent by mail or the day it has been hand-delivered to the school. Notice to withdraw may also be given by email or verbally, including a voicemail, to a school official.

If you do not withdraw in writing or contact the school about your absence, and you have not attended your program or contact the school about your absence for 14 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance. Your school is responsible for sending you a written notice of cancellation if you are withdrawn for failing to attend to your last known address. The confirmation from the school must state that the school has withdrawn you from enrollment, and if this action was not the student's intent, the student must contact the school.



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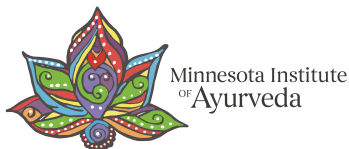
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## *List of School Equipments*

1. 2 Laptops: for teachers to showcase powerpoint presentations, lecture notes, and videos
2. 1 Projector: to connect to the laptop. Image will be displayed on wall.
3. 10 Yoga Mats: for yoga
4. 1 Portable white board: for notes and diagram demonstrations
5. White board markers
6. White board eraser



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# MNIA Admissions Process

The Minnesota Institute of Ayurveda operates on a rolling admissions basis. Applications are considered as they are submitted. Once the class is full, admitted students will be placed on a wait list. Applying early is strongly encouraged as spaces in the program are limited.

Applicants: complete the Application for Admission online. A \$100 application fee is due with submission of the application. The application fee is paid via the website.

- I. Applications are processed as soon as possible after submission. Completed applications are dated upon receipt. If a submitted application is not complete it will be returned and not dated until complete.
- II. Applicants will be contacted by email regarding the Admission Interview which is conducted by phone. Within two weeks after the interview, the applicant will be notified by email of his/her admission status via an email and Admissions Letter.
- III. Accepted students are required to submit the signed Contract Enrollment Agreement and make a down payment or tuition payment according to their choice of tuition payment options within two weeks of receiving the Admissions Letter. The down payment (or first tuition payment) reserves the student's place in the class.

The Minnesota Institute of Ayurveda reserves the right to deny admission to any applicant who does not meet the requirements for admission to the school, or who is believed to be unable to comply with the code of conduct and/or academic policies of the school.



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