



Neohumanist College of Asheville
Policy Manual
Version 2.0 | 1-23-23

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Whistleblower Protection Policy

The Neohumanist College of Asheville(NHCA) Whistleblower Protection policy is a critical tool for protecting individuals who report activities believed to be illegal, dishonest, unethical, or otherwise improper. Below is the Whistleblower Protection Policy adopted by NHCA.

1. A whistleblower as defined by this policy is an employee of NHCA who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities. Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.
2. If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor, the Chief Human Resources Officer or the NHCA Board President. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.
3. Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. NHCA will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Chief Human Resources Officer, or the NHCA Board President immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.
4. Defend Trade Secrets Act (DTSA) Compliance: "Immunity from Liability for Confidential Disclosure of a Trade Secret to the Government or in a Court Filing:
(1) Immunity—An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that—(A) is made—(i) in confidence to a federal, state or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.
(2) Use of Trade Secret Information in Anti-Retaliation Lawsuit—An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual—(A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except pursuant to court order."
5. All reports of illegal and dishonest activities will be promptly submitted to the Chief Human Resources Officer (CHRO) or the NHCA Board President where the CHRO is implicated in the complaint, who are responsible for investigating and coordinating corrective action.

Employees with any questions regarding this policy should contact the Chief Human Resources Officer.



Record-Keeping Policy - Record Maintenance, Retention and Destruction

RECORD RETENTION AND DESTRUCTION POLICY

1. Purpose

The purpose of this Policy is to ensure that necessary records and documents of NHCA are adequately protected and maintained and to ensure that records that are no longer needed by NHCA or are of no value are discarded at the proper time and in the proper manner. This Policy is also for the purpose of aiding employees of NHCA in understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

2. Policy

This Policy represents the NHCA policy regarding the retention and disposal of written records and the retention and disposal of electronic documents.

3. Administration

Attached as Appendix A is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of NHCA and the retention and disposal of electronic documents. The Office Manager (the “Administrator”) is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories NHCA; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy. All electronic records will be backed up regularly to an external hard-drive or the cloud.

4. Suspension of Record Disposal In Event of Litigation or Claims

In the event NHCA is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning NHCA or the commencement of any litigation against or concerning NHCA, such employee shall inform the Administrator and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

5. Applicability

This Policy applies to all physical records generated in the course of NHCA operation, including both original documents and reproductions. It also applies to the electronic documents described above. This policy was approved by the Executive Staff of NHCA on 11-8-22.



Appendix A - Record Retention Schedule

1. Accounting & Finance

#	Record Type	Retention Period
1	Account Payable Ledgers and Schedules	7 years
2	Accounts Receivable Ledgers and Schedules	7 years
3	Annual Audit Reports and Financial Statements	Permanent
4	Work Papers & Documents Related to Annual Audit	7 years post audit completion
5	Annual Plans & Budgets	5 years
6	Bank Statements and Canceled Checks	7 years
7	Employee Expense Reports	7 years
8	General Ledgers	Permanent
9	Interim Financial Statements	7 years
10	Notes Receivable Ledgers and Schedules	7 years
11	Credit Card Records*	7 years
12	Annual Report	Permanent

*All records showing customer credit card number

2. Contracts

#	Record Type	Retention Period
1	Contracts and Related Correspondence & Documentation	7 years post expiration or termination

3. Corporate Records

#	Record Type	Retention Period
1	Corporate Records (Minutes, Articles, Bylaws, Reports)	Permanent
2	Licenses and Permits	Permanent



4. Insurance Records

#	Record Type	Retention Period
1	Annual Loss Summaries	10 Years
2	Audits and Adjustments	Permanent
3	Certificates Issued to NHCA	Permanent
4	Insurance Policies	Permanent
5	Releases and Settlements	25 years
6	Claims Files (Correspondence, Injury Documents, etc.)	Permanent
7	Insurance Plans - Active Employees	Until Plan is amended or terminated
8	Insurance Plans - Retirees	Permanent or until 6 years post death
9	Inspections	3 years

5. Legal Files and Papers

#	Record Type	Retention Period
1	Legal Memo's and Opinions	7 years post closure of matter
2	Litigation Files	1 year post expiration of appeals
3	Court Orders	Permanent
4	Requests for Departure from Records Retention Plan	10 years

6. Miscellaneous

#	Record Type	Retention Period
1	Consultant's Reports	2 years
2	Material of Historical Value (Pictures & Publications, etc.)	Permanent
3	Policy and Procedures Manuals - Originals & Revision History	Permanent



7. Payroll Documents

#	Record Type	Retention Period
1	Employee Deduction Authorizations	4 years post termination
2	Payroll Deductions	Post termination + 7 years
3	W-2 and W-4 Forms	Post termination + 7 years
4	Garnishments, Assignments, Attachments	Post termination + 7 years
5	Labor Distribution Costs Records	7 years
6	Payroll Registers (Gross & Net)	7 Years
7	Time Cards/Sheets	2 years
8	Unclaimed Wage Records	6 years

8. Personnel Records

#	Record Type	Retention Period
1	Commissions/Bonuses/Incentives/Awards	7 Years
2	EEO - Employer Information Records	2 years after superseded or filing (longer)
3	Employee Earning Records	Post Separation + 7 years
4	Policy Handbook	1 Copy kept permanently
5	Employee Medical Records	Post Separation + 6 years
6	Employee Personnel Records and Evaluations	6 years post separation
7	Employment Contracts - Individual	7 years post separation
8	Employment Records - Correspondence with Employment Agencies and Advertisements for Job openings	3 years from date of hiring decision
9	Employee Records - All Non-Hired Applicants	4 years
10	Job Descriptions	3 years post superseded
11	Forms I-9	3 years post hiring



9. Property Records

#	Record Type	Retention Period
1	Correspondence, Property Deeds, Assessments, Licenses, Rights of Way	Permanent
2	Original Purchase/Sale/Lease Agreement	Permanent
3	Property Insurance Policies	Permanent

10. Tax Records

#	Record Type	Retention Period
1	Tax-Exemptions Documents and Related Correspondence	Permanent
2	IRS Rulings	Permanent
3	Excise Tax Records	7 years
4	Payroll Tax Records	7 years
5	Tax Bills, Receipts, Statements	7 years
6	Tax Returns - Income, Franchise, Property	Permanent
7	Tax Workpaper Packages - Originals	7 years
8	Sales/Use Tax Records	7 years
9	Annual Information Returns - Federal and State	Permanent
10	IRS or other Government Audit Records	Permanent

11. Fiscal Sponsor Records

#	Record Type	Retention Period
1	Sponsorship/Donor/Fundraising Agreements & Records	Permanent

12. Program Records

All program records will be maintained by the Office of the Registrar and may also be maintained by the Program Director and or AMGK Liaison Office.



#	Record Type	Retention Period
1	Student Program Applications	Permanent
2	Student Transcripts	Permanent
3	Course Evaluations	Permanent
4	Student Evaluations by Faculty	Permanent
5	Student Invoices	7 years
6	Scholarship Interview Records, Acceptance Agreements	7 years
7	Student Scholarship Responsibility Audits 9 (Completion & Fundraising)	7 years



Managing Conflict of Interest Policy

ARTICLE I **PURPOSES**

It is important for Neohumanist College of Asheville (NHCA) directors, officers, and staff to be aware that both real and apparent conflicts of interest or dualities of interest sometimes occur in the course of conducting the affairs of the corporation and that the appearance of conflict can be troublesome even if there is in fact no conflict whatsoever. Conflicts occur because the many persons associated with the corporation should be expected to have, and do in fact generally have multiple interests and affiliations and various positions of responsibility within the community. In these situations a person will sometimes owe identical duties of loyalty to two or more corporations. The purpose of the conflict of interest policy is to protect the corporation's tax-exempt interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the corporation or might result in a possible excess benefit transaction. The policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Conflicts are undesirable because they potentially or eventually place the interests of others ahead of the corporation's obligations to its charitable purposes and to the public interest. Conflicts are also undesirable because they often reflect adversely upon the person involved and upon the institutions with which they are affiliated, regardless of the actual facts or motivations of the parties. However, the long-range best interests of the corporation do not require the termination of all association with persons who may have real or apparent conflicts that are harmless to all individuals or entities involved.

Each member of the board of directors and the staff of the corporation has a duty of loyalty to the corporation. The duty of loyalty generally requires a director or staff member to prefer the interests of the corporation over the director's/staff's interest or the interests of others. In addition, directors and staff of the corporation shall avoid acts of self-dealing which may adversely affect the tax-exempt status of the corporation or cause there to arise any sanction or penalty by a governmental authority.

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

ARTICLE II **DEFINITIONS**

2.1 Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2.2 Financial Interest

A person has a financial interest if the person has, directly or indirectly, thorough business, investment, or family:

- (a)** An ownership or investment interest in any entity with which the corporation has a transaction or arrangement,
- (b)** A compensation arrangement with the corporation or with any entity or individual with which the corporation has a transaction or arrangement, or



(c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

ARTICLE III **PROCEDURES**

3.1 Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement

3.2 Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3.3 Procedures for Addressing the Conflict of Interest

(a) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

(b) The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

(c) After exercising due diligence, the governing board or committee shall determine whether the corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

(d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

3.4 Violations of the Conflicts of Interest Policy

(a) If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

(b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.



ARTICLE IV

RECORDS OF PROCEEDINGS

4.1 Minutes

The minutes of the governing board and all committees with board delegated powers shall contain:

(a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

(b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

ARTICLE V

COMPENSATION

5.1 A voting member of the governing board who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that member's compensation.

5.2 A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that member's compensation.

5.3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

ARTICLE VI

ANNUAL STATEMENTS

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- (a)** Has received a copy of the conflicts of interest policy,
- (b)** Has read and understands the policy,
- (c)** Has agreed to comply with the policy, and
- (d)** Understands that the corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

ARTICLE VII

PERIODIC REVIEWS

To ensure the corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- (a)** The NHCA Board of Directors will maintain a conflict of interest subcommittee which is tasked with semi-annual review of conflicts of interest.



(b) Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.

(c) Whether partnerships, joint ventures, and arrangements with management corporations conform to the corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

ARTICLE VIII

USE OF OUTSIDE EXPERTS

When conducting the periodic reviews as provided for in Article VII, the corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.



NHCA Board

A. Officer Terms

Each Board Officer shall serve a four-year term of office and may not serve more than two (2) consecutive terms of office. Unless unanimously elected by the board at the end of his/her two (2) year term or to fill a vacancy in an officer position, each board officer's term of office shall begin upon the adjournment of the board meeting at which elected and shall end upon the adjournment of the board meeting during which a successor is elected. At the end of the final year of the final term for the president, that former president shall remain on the board for a minimum of 1 year to facilitate board continuity.

B. Board Member Terms

Each board member shall serve a four-year term of office and may not serve more than three (3) consecutive terms of office. Unless unanimously elected by the board at the end of his/her four (4) year terms or to fill a vacancy in an board officer position, each board member term of office shall begin upon the adjournment of the board meeting at which elected and shall end upon the adjournment of the board meeting during which a successor is elected. However, the Chancellor is a lifetime position on the board.



ORGANIZATIONAL CHART

Access [detailed organizational chart here](#)



Privacy Policy

PRIVACY NOTICE

Last updated November 15, 2022

Thank you for choosing to be part of our community at Neohumanist College of Asheville , ("NHCA", "we", "us", "our"). We are committed to protecting your personal information and your right to privacy. If you have any questions or concerns about this privacy notice, or our practices with regards to your personal information, please contact us at info@nhca.gurukul.edu.

When you visit our website <https://nhca.gurukul.edu> (the "**Website**"), and more generally, use any of our services (the "**Services**", which include the Website), we appreciate that you are trusting us with your personal information. We take your privacy very seriously. In this privacy notice, we seek to explain to you in the clearest way possible what information we collect, how we use it and what rights you have in relation to it. We hope you take some time to read through it carefully, as it is important. If there are any terms in this privacy notice that you do not agree with, please discontinue use of our Services immediately.

This privacy notice applies to all information collected through our Services (which, as described above, includes our Website), as well as, any related services, sales, marketing or events.

Please read this privacy notice carefully as it will help you understand what we do with the information that we collect.

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1. WHAT INFORMATION DO WE COLLECT?

Personal information you disclose to us

In Short: We collect personal information that you provide to us.

We collect personal information that you voluntarily provide to us when you express an interest in obtaining information about us or our products and Services, when you participate in activities on the Website or otherwise when you contact us.

The personal information that we collect depends on the context of your interactions with us and the Website, the choices you make and the products and features you use. The personal information we collect may include the following:

All personal information that you provide to us must be true, complete and accurate, and you must notify us of any changes to such personal information.

Information automatically collected



In Short: Some information — such as your Internet Protocol (IP) address and/or browser and device characteristics — is collected automatically when you visit our Website.

We automatically collect certain information when you visit, use or navigate the Website. This information does not reveal your specific identity (like your name or contact information) but may include device and usage information, such as your IP address, browser and device characteristics, operating system, language preferences, referring URLs, device name, country, location, information about how and when you use our Website and other technical information. This information is primarily needed to maintain the security and operation of our Website, and for our internal analytics and reporting purposes.

Like many businesses, we also collect information through cookies and similar technologies. You can find out more about this in our Cookie Notice:

<https://app.termly.io/document/cookie-policy/de8835a5-0b97-4608-b2b0-ba003012eboa>

2. WILL YOUR INFORMATION BE SHARED WITH ANYONE?

In Short: We only share information with your consent, to comply with laws, to provide you with services, to protect your rights, or to fulfill business obligations.

We may process or share your data that we hold based on the following legal basis:

- **Consent:** We may process your data if you have given us specific consent to use your personal information for a specific purpose.
- **Legitimate Interests:** We may process your data when it is reasonably necessary to achieve our legitimate business interests.
- **Performance of a Contract:** Where we have entered into a contract with you, we may process your personal information to fulfill the terms of our contract.



- **Legal Obligations:** We may disclose your information where we are legally required to do so in order to comply with applicable law, governmental requests, a judicial proceeding, court order, or legal process, such as in response to a court order or a subpoena (including in response to public authorities to meet national security or law enforcement requirements).
- **Vital Interests:** We may disclose your information where we believe it is necessary to investigate, prevent, or take action regarding potential violations of our policies, suspected fraud, situations involving potential threats to the safety of any person and illegal activities, or as evidence in litigation in which we are involved.

More specifically, we may need to process your data or share your personal information in the following situations:

- **Business Transfers.** We may share or transfer your information in connection with, or during negotiations of, any merger, sale of company assets, financing, or acquisition of all or a portion of our business to another company.
- **Affiliates.** We may share your information with our affiliates, in which case we will require those affiliates to honor this privacy notice. Affiliates include our parent company and any subsidiaries, joint venture partners or other companies that we control or that are under common control with us.
- **Business Partners.** We may share your information with our business partners to offer you certain products, services or promotions.

3. DO WE USE COOKIES AND OTHER TRACKING TECHNOLOGIES?

In Short: *We may use cookies and other tracking technologies to collect and store your information.*

We may use cookies and similar tracking technologies (like web beacons and pixels) to access or store information. Specific information about how we use such technologies and how you can refuse certain cookies is set out in our Cookie Notice:



4. IS YOUR INFORMATION TRANSFERRED INTERNATIONALLY?

In Short: We may transfer, store, and process your information in countries other than your own.

Our servers are located in the United States. If you are accessing our Website from outside the United States, please be aware that your information may be transferred to, stored, and processed by us in our facilities and by those third parties with whom we may share your personal information (see "WILL YOUR INFORMATION BE SHARED WITH ANYONE?" above), in the United States, and other countries.

If you are a resident in the European Economic Area (EEA) or United Kingdom (UK), then these countries may not necessarily have data protection laws or other similar laws as comprehensive as those in your country. We will however take all necessary measures to protect your personal information in accordance with this privacy notice and applicable law.

5. HOW LONG DO WE KEEP YOUR INFORMATION?

In Short: We keep your information for as long as necessary to fulfill the purposes outlined in this privacy notice unless otherwise required by law.

We will only keep your personal information for as long as it is necessary for the purposes set out in this privacy notice, unless a longer retention period is required or permitted by law (such as tax, accounting or other legal requirements). No purpose in this notice will require us keeping your personal information for longer than 1 year.

When we have no ongoing legitimate business need to process your personal information, we will either delete or anonymize such information, or, if this is not possible (for example,



because your personal information has been stored in backup archives), then we will securely store your personal information and isolate it from any further processing until deletion is possible.

6. DO WE COLLECT INFORMATION FROM MINORS?

In Short: *We do not knowingly collect data from or market to children under 18 years of age.*

We do not knowingly solicit data from or market to children under 18 years of age. By using the Website, you represent that you are at least 18 or that you are the parent or guardian of such a minor and consent to such minor dependent's use of the Website. If we learn that personal information from users less than 18 years of age has been collected, we will deactivate the account and take reasonable measures to promptly delete such data from our records. If you become aware of any data we may have collected from children under age 18, please contact us at andersson@amurt.email.

7. WHAT ARE YOUR PRIVACY RIGHTS?

In Short: *You may review, change, or terminate your account at any time.*

If you are a resident in the EEA or UK and you believe we are unlawfully processing your personal information, you also have the right to complain to your local data protection supervisory authority. You can find their contact details here:

http://ec.europa.eu/justice/data-protection/bodies/authorities/index_en.htm.

If you are a resident in Switzerland, the contact details for the data protection authorities are available here: <https://www.edoeb.admin.ch/edoeb/en/home.html>.

Cookies and similar technologies: Most Web browsers are set to accept cookies by default. If you prefer, you can usually choose to set your browser to remove cookies and to



reject cookies. If you choose to remove cookies or reject cookies, this could affect certain features or services of our Website. To opt-out of interest-based advertising by advertisers on our Website visit <http://www.aboutads.info/choices/>. For further information, please see our Cookie Notice:

<https://app.termly.io/document/cookie-policy/de8835a5-0b97-4608-b2b0-ba003012eboa>

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8. CONTROLS FOR DO-NOT-TRACK FEATURES

Most web browsers and some mobile operating systems and mobile applications include a Do-Not-Track ("DNT") feature or setting you can activate to signal your privacy preference not to have data about your online browsing activities monitored and collected. At this stage no uniform technology standard for recognizing and implementing DNT signals has been finalized. As such, we do not currently respond to DNT browser signals or any other mechanism that automatically communicates your choice not to be tracked online. If a standard for online tracking is adopted that we must follow in the future, we will inform you about that practice in a revised version of this privacy notice.

9. DO CALIFORNIA RESIDENTS HAVE SPECIFIC PRIVACY RIGHTS?

In Short: Yes, if you are a resident of California, you are granted specific rights regarding access to your personal information.

California Civil Code Section 1798.83, also known as the "Shine The Light" law, permits our users who are California residents to request and obtain from us, once a year and free of charge, information about categories of personal information (if any) we disclosed to third parties for direct marketing purposes and the names and addresses of all third parties with which we shared personal information in the immediately preceding calendar year. If you are a California resident and would like to make such a request, please submit your request in writing to us using the contact information provided below.



If you are under 18 years of age, reside in California, and have a registered account with the Website, you have the right to request removal of unwanted data that you publicly post on the Website. To request removal of such data, please contact us using the contact information provided below, and include the email address associated with your account and a statement that you reside in California. We will make sure the data is not publicly displayed on the Website, but please be aware that the data may not be completely or comprehensively removed from all our systems (e.g. backups, etc.).

10. DO WE MAKE UPDATES TO THIS NOTICE?

***In Short:** Yes, we will update this notice as necessary to stay compliant with relevant laws.*

We may update this privacy notice from time to time. The updated version will be indicated by an updated "Revised" date and the updated version will be effective as soon as it is accessible. If we make material changes to this privacy notice, we may notify you either by prominently posting a notice of such changes or by directly sending you a notification. We encourage you to review this privacy notice frequently to be informed of how we are protecting your information.

11. HOW CAN YOU CONTACT US ABOUT THIS NOTICE?

If you have questions or comments about this notice, you may contact our Chief Operations Officer (COO), Ricky L Peterson, by email at ricky.peterson@nhca.gurukul.edu, by phone at +1 720 447 8545, or by post to:

Neohumanist College of Asheville
Ricky L. Peterson
160 Wellness Way
Marshall, NC 28753



If you have any further questions or comments, you may also contact us by post at the following corporate address:

Neohumanist College of Asheville
160 Wellness Way
Marshall, NC 28753
Phone: +1 828 649 6215

12. HOW CAN YOU REVIEW, UPDATE, OR DELETE THE DATA WE COLLECT FROM YOU?

Based on the applicable laws of your country, you may have the right to request access to the personal information we collect from you, change that information, or delete it in some circumstances. To request to review, update, or delete your personal information, please submit a request form by clicking [here](#).



NHCA Terms & Conditions

TERMS AND CONDITIONS

Last Updated November 15, 2022

1. Agreement to Terms

1.1 These Terms and Conditions constitute a legally binding agreement made between you, whether personally or on behalf of an entity (**you**), and **Neohumanist College of Asheville, Inc.** located at **160 Wellness Way, Marshall NC 28753** (**we, us**), concerning your access to and use of the **Neohumanist Education** (<https://nhca.gurukul.edu>) website as well as any related applications (the **Site**).

The Site provides the following services: **Neohumanist Education (NHE) is firmly rooted in the philosophy and principles of Neohumanism, which stands for the practice of love for all creation including plants, animals, and the inanimate world as propounded by the Indian philosopher Shrii P.R. Sarkar. NHE incorporates a harmonious blending of oriental introversial philosophy and occidental extroversial science. Its methodology is flexible, creative and culturally sensitive, making it adaptable to different cultures and parts of the world. (Services).** You agree that by accessing the Site and/or Services, you have read, understood, and agree to be bound by all of these Terms and Conditions.

If you do not agree with all of these Terms and Conditions, then you are prohibited from using the Site and Services and you must discontinue use immediately. We recommend that you print a copy of these Terms and Conditions for future reference.



1.2 The supplemental policies set out in Section 1.7 below, as well as any supplemental terms and conditions or documents that may be posted on the Site from time to time, are expressly incorporated by reference.

1.3 We may make changes to these Terms and Conditions at any time. The updated version of these Terms and Conditions will be indicated by an updated “Revised” date and the updated version will be effective as soon as it is accessible. You are responsible for reviewing these Terms and Conditions to stay informed of updates. Your continued use of the Site represents that you have accepted such changes.

1.4 We may update or change the Site from time to time to reflect changes to our products, our users' needs and/or our business priorities.

1.5 Our site is directed to people residing in _____. The information provided on the Site is not intended for distribution to or use by any person or entity in any jurisdiction or country where such distribution or use would be contrary to law or regulation or which would subject us to any registration requirement within such jurisdiction or country.

1.6 The Site is intended for users who are at least 18 years old. If you are under the age of 18, you are not permitted to register for the Site or use the Services without parental permission.

2. Acceptable Use

2.1 You may not access or use the Site for any purpose other than that for which we make the site and our services available. The Site may not be used in connection with any commercial endeavors except those that are specifically endorsed or approved by us.

2.2 As a user of this Site, you agree not to:



- Systematically retrieve data or other content from the Site to a compile database or directory without written permission from us
- Make any unauthorized use of the Site, including collecting usernames and/or email addresses of users to send unsolicited email or creating user accounts under false pretenses
- Use a buying agent or purchasing agent to make purchases on the Site
- Use the Site to advertise or sell goods and services
- Circumvent, disable, or otherwise interfere with security-related features of the Site, including features that prevent or restrict the use or copying of any content or enforce limitations on the use
- Engage in unauthorized framing of or linking to the Site
- Trick, defraud, or mislead us and other users, especially in any attempt to learn sensitive account information such as user passwords
- Make improper use of our support services, or submit false reports of abuse or misconduct
- Engage in any automated use of the system, such as using scripts to send comments or messages, or using any data mining, robots, or similar data gathering and extraction tools
- Interfere with, disrupt, or create an undue burden on the Site or the networks and services connected to the Site
- Attempt to impersonate another user or person, or use the username of another user
- Sell or otherwise transfer your profile
- Use any information obtained from the Site in order to harass, abuse, or harm another person
- Use the Site or our content as part of any effort to compete with us or to create a revenue-generating endeavor or commercial enterprise
- Decipher, decompile, disassemble, or reverse engineer any of the software comprising or in any way making up a part of the Site
- Attempt to access any portions of the Site that you are restricted from accessing
- Harass, annoy, intimidate, or threaten any of our employees, agents, or other users



- Delete the copyright or other proprietary rights notice from any of the content
- Copy or adapt the Site's software, including but not limited to Flash, PHP, HTML, JavaScript, or other code
- Upload or transmit (or attempt to upload or to transmit) viruses, Trojan horses, or other material that interferes with any party's uninterrupted use and enjoyment of the Site, or any material that acts as a passive or active information collection or transmission mechanism
- Use, launch, or engage in any automated use of the system, such as using scripts to send comments or messages, robots, scrapers, offline readers, or similar data gathering and extraction tools
- Disparage, tarnish, or otherwise harm, in our opinion, us and/or the Site
- Use the Site in a manner inconsistent with any applicable laws or regulations
- Threaten users with negative feedback or offering services solely to give positive feedback to users
- Misrepresent experience, skills, or information about a User
- Advertise products or services not intended by us
- Falsely imply a relationship with us or another company with whom you do not have a relationship

3. Our content

3.1 Unless otherwise indicated, the Site and Services including source code, databases, functionality, software, website designs, audio, video, text, photographs, and graphics on the Site (**Our Content**) are owned or licensed to us, and are protected by copyright and trademark laws.

3.2 Except as expressly provided in these Terms and Conditions, no part of the Site, Services or Our Content may be copied, reproduced, aggregated, republished, uploaded, posted, publicly displayed, encoded, translated, transmitted, distributed, sold, licensed, or otherwise exploited for any commercial purpose whatsoever, without our express prior written permission.



3.3 Provided that you are eligible to use the Site, you are granted a limited license to access and use the Site and Our Content and to download or print a copy of any portion of the Content to which you have properly gained access solely for your personal, non-commercial use.

3.4 You shall not (a) try to gain unauthorized access to the Site or any networks, servers or computer systems connected to the Site; and/or (b) make for any purpose including error correction, any modifications, adaptations, additions or enhancements to the Site or Our Content, including the modification of the paper or digital copies you may have downloaded.

3.5 We shall (a) prepare the Site and Our Content with reasonable skill and care; and (b) use industry standard virus detection software to try to block the uploading of content to the Site that contains viruses.

3.6 The content on the Site is provided for general information only. It is not intended to amount to advice on which you should rely. You must obtain professional or specialist advice before taking, or refraining from taking, any action on the basis of the content on the Site.

3.7 Although we make reasonable efforts to update the information on our site, we make no representations, warranties or guarantees, whether express or implied, that Our Content on the Site is accurate, complete or up to date.

4. Link to third party content

4.1 The Site may contain links to websites or applications operated by third parties. We do not have any influence or control over any such third party websites or applications or the third party operator. We are not responsible for and do not endorse any third party websites or applications or their availability or content.



4.2 We accept no responsibility for adverts contained within the Site. If you agree to purchase goods and/or services from any third party who advertises in the Site, you do so at your own risk. The advertiser, and not us, is responsible for such goods and/or services and if you have any questions or complaints in relation to them, you should contact the advertiser.

5. Site Management

5.1 We reserve the right at our sole discretion, to (1) monitor the Site for breaches of these Terms and Conditions; (2) take appropriate legal action against anyone in breach of applicable laws or these Terms and Conditions; (3) remove from the Site or otherwise disable all files and content that are excessive in size or are in any way a burden to our systems; and (4) otherwise manage the Site in a manner designed to protect our rights and property and to facilitate the proper functioning of the Site and Services.

5.2 We do not guarantee that the Site will be secure or free from bugs or viruses.

5.3 You are responsible for configuring your information technology, computer programs and platform to access the Site and you should use your own virus protection software.

6. Modifications to and availability of the Site

6.1 We reserve the right to change, modify, or remove the contents of the Site at any time or for any reason at our sole discretion without notice. We also reserve the right to modify or discontinue all or part of the Services without notice at any time.

6.2 We cannot guarantee the Site and Services will be available at all times. We may experience hardware, software, or other problems or need to perform maintenance related to the Site, resulting in interruptions, delays, or errors. You agree that we have no liability whatsoever for any loss, damage, or inconvenience caused by your inability to access or use



the Site or Services during any downtime or discontinuance of the Site or Services. We are not obliged to maintain and support the Site or Services or to supply any corrections, updates, or releases.

6.3 There may be information on the Site that contains typographical errors, inaccuracies, or omissions that may relate to the Services, including descriptions, pricing, availability, and various other information. We reserve the right to correct any errors, inaccuracies, or omissions and to change or update the information at any time, without prior notice.

7. Disclaimer/Limitation of Liability

7.1 The Site and Services are provided on an as-is and as-available basis. You agree that your use of the Site and/or Services will be at your sole risk except as expressly set out in these Terms and Conditions. All warranties, terms, conditions and undertakings, express or implied (including by statute, custom or usage, a course of dealing, or common law) in connection with the Site and Services and your use thereof including, without limitation, the implied warranties of satisfactory quality, fitness for a particular purpose and non-infringement are excluded to the fullest extent permitted by applicable law.

We make no warranties or representations about the accuracy or completeness of the Site's content and are not liable for any (1) errors or omissions in content; (2) any unauthorized access to or use of our servers and/or any and all personal information and/or financial information stored on our server; (3) any interruption or cessation of transmission to or from the site or services; and/or (4) any bugs, viruses, trojan horses, or the like which may be transmitted to or through the site by any third party. We will not be responsible for any delay or failure to comply with our obligations under these Terms and Conditions if such delay or failure is caused by an event beyond our reasonable control.

7.2 Our responsibility for loss or damage suffered by you:

Whether you are a consumer or a business user:



- We do not exclude or limit in any way our liability to you where it would be unlawful to do so. This includes liability for death or personal injury caused by our negligence or the negligence of our employees, agents or subcontractors and for fraud or fraudulent misrepresentation.
- If we fail to comply with these Terms and Conditions, we will be responsible for loss or damage you suffer that is a foreseeable result of our breach of these Terms and Conditions, but we would not be responsible for any loss or damage that were not foreseeable at the time you started using the Site/Services.

Notwithstanding anything to the contrary contained in the Disclaimer/Limitation of Liability section, our liability to you for any cause whatsoever and regardless of the form of the action, will at all times be limited to a total aggregate amount equal to the greater of (a) the sum of £5000 or (b) the amount paid, if any, by you to us for the Services/Site during the six (6) month period prior to any cause of action arising.

If you are a consumer user:

- Please note that we only provide our Site for domestic and private use. You agree not to use our Site for any commercial or business purposes, and we have no liability to you for any loss of profit, loss of business, business interruption, or loss of business opportunity.
- If defective digital content that we have supplied damages a device or digital content belonging to you and this is caused by our failure to use reasonable care and skill, we will either repair the damage or pay you compensation.
- You have legal rights in relation to goods that are faulty or not as described. Advice about your legal rights is available from your local Citizens' Advice Bureau or Trading Standards office. Nothing in these Terms and Conditions will affect these legal rights.



8. Term and Termination

8.1 These Terms and Conditions shall remain in full force and effect while you use the Site or Services or are otherwise a user of the Site, as applicable. You may terminate your use or participation at any time, for any reason, by following the instructions for terminating user accounts in your account settings, if available, or by contacting us at info@nhca.gurukul.edu.

8.2 Without limiting any other provision of these Terms and Conditions, we reserve the right to, in our sole discretion and without notice or liability, deny access to and use of the Site and the Services (including blocking certain IP addresses), to any person for any reason including without limitation for breach of any representation, warranty or covenant contained in these Terms and Conditions or of any applicable law or regulation.

If we determine, in our sole discretion, that your use of the Site/Services is in breach of these Terms and Conditions or of any applicable law or regulation, we may terminate your use or participation in the Site and the Services or delete any content or information that you posted at any time, without warning, in our sole discretion.

8.3 If we terminate or suspend your account for any reason set out in this Section 9, you are prohibited from registering and creating a new account under your name, a fake or borrowed name, or the name of any third party, even if you may be acting on behalf of the third party. In addition to terminating or suspending your account, we reserve the right to take appropriate legal action, including without limitation pursuing civil, criminal, and injunctive redress.

9. General

9.1 Visiting the Site, sending us emails, and completing online forms constitute electronic communications. You consent to receive electronic communications and you agree that all agreements, notices, disclosures, and other communications we provide to you



electronically, via email and on the Site, satisfy any legal requirement that such communication be in writing.

You hereby agree to the use of electronic signatures, contracts, orders and other records and to electronic delivery of notices, policies and records of transactions initiated or completed by us or via the Site. You hereby waive any rights or requirements under any statutes, regulations, rules, ordinances or other laws in any jurisdiction which require an original signature or delivery or retention of non-electronic records, or to payments or the granting of credits by other than electronic means.

9.2 These Terms and Conditions and any policies or operating rules posted by us on the Site or in respect to the Services constitute the entire agreement and understanding between you and us.

9.3 Our failure to exercise or enforce any right or provision of these Terms and Conditions shall not operate as a waiver of such right or provision.

9.4 We may assign any or all of our rights and obligations to others at any time.

9.5 We shall not be responsible or liable for any loss, damage, delay or failure to act caused by any cause beyond our reasonable control.

9.6 If any provision or part of a provision of these Terms and Conditions is unlawful, void or unenforceable, that provision or part of the provision is deemed severable from these Terms and Conditions and does not affect the validity and enforceability of any remaining provisions.

9.7 There is no joint venture, partnership, employment or agency relationship created between you and us as a result of these Terms and Conditions or use of the Site or Services.



9.8 For consumers only - Please note that these Terms and Conditions, their subject matter and their formation, are governed by English law. You and we both agree that the courts of England and Wales will have exclusive jurisdiction except that if you are a resident of Northern Ireland you may also bring proceedings in Northern Ireland, and if you are resident of Scotland, you may also bring proceedings in Scotland. If you have any complaint or wish to raise a dispute under these Terms and Conditions or otherwise in relation to the Site please follow this link <http://ec.europa.eu/odr>

9.9 A person who is not a party to these Terms and Conditions shall have no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of these Terms and Conditions.

9.10 In order to resolve a complaint regarding the Services or to receive further information regarding use of the Services, please contact us by email at amgk.glo@gurukul.edu or by post to:

Neohumanist College of Asheville
160 Wellness Way
Marshall, NC 28753
+1 828 649 6215



Cookie Policy

COOKIE POLICY

Last updated November 18, 2022

This Cookie Policy explains how Neohumanist College of Asheville, Inc. ("**Company**," "**we**," "**us**," and "**our**") uses cookies and similar technologies to recognize you when you visit our website at <https://nhca.gurukul.edu> ("**Website**"). It explains what these technologies are and why we use them, as well as your rights to control our use of them.

In some cases we may use cookies to collect personal information, or that becomes personal information if we combine it with other information.

What are cookies?

Cookies are small data files that are placed on your computer or mobile device when you visit a website. Cookies are widely used by website owners in order to make their websites work, or to work more efficiently, as well as to provide reporting information.

Cookies set by the website owner (in this case, Neohumanist College of Asheville, Inc.) are called "first-party cookies." Cookies set by parties other than the website owner are called "third-party cookies." Third-party cookies enable third-party features or functionality to be provided on or through the website (e.g., advertising, interactive content, and analytics). The parties that set these third-party cookies can recognize your computer both when it visits the website in question and also when it visits certain other websites.

Why do we use cookies?



We use first- and third-party cookies for several reasons. Some cookies are required for technical reasons in order for our Website to operate, and we refer to these as "essential" or "strictly necessary" cookies. Other cookies also enable us to track and target the interests of our users to enhance the experience on our Online Properties. Third parties serve cookies through our Website for advertising, analytics, and other purposes. This is described in more detail below.

How can I control cookies?

You have the right to decide whether to accept or reject cookies. You can exercise your cookie rights by setting your preferences in the Cookie Consent Manager. The Cookie Consent Manager allows you to select which categories of cookies you accept or reject. Essential cookies cannot be rejected as they are strictly necessary to provide you with services.

The Cookie Consent Manager can be found in the notification banner and on our website. If you choose to reject cookies, you may still use our website though your access to some functionality and areas of our website may be restricted. You may also set or amend your web browser controls to accept or refuse cookies.

The specific types of first- and third-party cookies served through our Website and the purposes they perform are described in the table below (please note that the specific cookies served may vary depending on the specific Online Properties you visit):

Essential website cookies:

These cookies are strictly necessary to provide you with services available through our Website and to use some of its features, such as access to secure areas.

Name: __tlbcpv



Purpose: Used to record unique visitor views of the consent banner.

Provider: .termly.io

Service: Termly [View Service Privacy Policy](#)

Country: United States

Type: http_cookie

Expires in: 1 year

Advertising cookies:

These cookies are used to make advertising messages more relevant to you. They perform functions like preventing the same ad from continuously reappearing, ensuring that ads are properly displayed for advertisers, and in some cases selecting advertisements that are based on your interests.

Name: VISITOR_INFO1_LIVE

Purpose: YouTube is a Google-owned platform for hosting and sharing videos. YouTube collects user data through videos embedded in websites, which is aggregated with profile data from other Google services in order to display targeted advertising to web visitors across a broad range of their own and other websites. Used by Google in combination with SID to verify Google user account and most recent login time.

Provider: .youtube.com

Service: YouTube [View Service Privacy Policy](#)

Country: United States

Type: http_cookie

Expires in: 5 months 27 days



Name: YSC

Purpose: YouTube is a Google-owned platform for hosting and sharing videos. YouTube collects user data through videos embedded in websites, which is aggregated with profile data from other Google services in order to display targeted advertising to web visitors across a broad range of their own and other websites. Used by Google in combination with SID to verify Google user account and most recent login time.

Provider: .youtube.com

Service: YouTube [View Service Privacy Policy](#)

Country: United States

Type: http_cookie

Expires session
in:

How can I control cookies on my browser?

As the means by which you can refuse cookies through your web browser controls vary from browser to browser, you should visit your browser's help menu for more information. The following is information about how to manage cookies on the most popular browsers:

- [Chrome](#)
- [Internet Explorer](#)
- [Firefox](#)
- [Safari](#)
- [Edge](#)
- [Opera](#)

In addition, most advertising networks offer you a way to opt out of targeted advertising. If you would like to find out more information, please visit:

- [Digital Advertising Alliance](#)



- [Digital Advertising Alliance of Canada](#)
- [European Interactive Digital Advertising Alliance](#)

What about other tracking technologies, like web beacons?

Cookies are not the only way to recognize or track visitors to a website. We may use other, similar technologies from time to time, like web beacons (sometimes called "tracking pixels" or "clear gifs"). These are tiny graphics files that contain a unique identifier that enables us to recognize when someone has visited our Website or opened an email including them. This allows us, for example, to monitor the traffic patterns of users from one page within a website to another, to deliver or communicate with cookies, to understand whether you have come to the website from an online advertisement displayed on a third-party website, to improve site performance, and to measure the success of email marketing campaigns. In many instances, these technologies are reliant on cookies to function properly, and so declining cookies will impair their functioning.

Do you use Flash cookies or Local Shared Objects?

Websites may also use so-called "Flash Cookies" (also known as Local Shared Objects or "LSOs") to, among other things, collect and store information about your use of our services, fraud prevention, and for other site operations.

If you do not want Flash Cookies stored on your computer, you can adjust the settings of your Flash player to block Flash Cookies storage using the tools contained in the [Website Storage Settings Panel](#). You can also control Flash Cookies by going to the [Global Storage Settings Panel](#) and following the instructions (which may include instructions that explain, for example, how to delete existing Flash Cookies (referred to "information" on the Macromedia site), how to prevent Flash LSOs from being placed on your computer without your being asked, and (for Flash Player 8 and later) how to block Flash Cookies that are not being delivered by the operator of the page you are on at the time).



Please note that setting the Flash Player to restrict or limit acceptance of Flash Cookies may reduce or impede the functionality of some Flash applications, including, potentially, Flash applications used in connection with our services or online content.

Do you serve targeted advertising?

Third parties may serve cookies on your computer or mobile device to serve advertising through our Website. These companies may use information about your visits to this and other websites in order to provide relevant advertisements about goods and services that you may be interested in. They may also employ technology that is used to measure the effectiveness of advertisements. They can accomplish this by using cookies or web beacons to collect information about your visits to this and other sites in order to provide relevant advertisements about goods and services of potential interest to you. The information collected through this process does not enable us or them to identify your name, contact details, or other details that directly identify you unless you choose to provide these.

How often will you update this Cookie Policy?

We may update this Cookie Policy from time to time in order to reflect, for example, changes to the cookies we use or for other operational, legal, or regulatory reasons. Please therefore revisit this Cookie Policy regularly to stay informed about our use of cookies and related technologies.

The date at the top of this Cookie Policy indicates when it was last updated.



Where can I get further information?

If you have any questions about our use of cookies or other technologies, please email us at info@nhca.gurukul.edu or by post to:

Neohumanist College of Asheville, Inc.
160 Wellness Way
Marshall, NC 28753
+1 828 649 6215



Tuition Benefits Policy

The Neohumanist College of Asheville (NHCA) acknowledges that as a start-up institution, revenue generated through courses support the college in paying staff, faculty, contractors, and other expenses related to the operations of the College. NHCA also acknowledges that staff and faculty offer valuable insight into the initial class offerings and bring unique perspectives to the educational experience. As such, the following policy is adopted to balance both the College's needs for income to sustain operations and obtaining valuable feedback on the educational experience with NHCA as part of ongoing faculty and staff personal development.

There are several formulas used to calculate the tuition benefits for staff and faculty who are not otherwise on a work-study program. All formulas are subject to approval based on budget and enrollment. A process flow describing the below is [here](#).

Formula 1: This formula applies to faculty and/or staff who are not compensated monetarily or have otherwise received an in-kind donation letter for tax purposes for the fiscal year in which the tuition benefit is being sought: Tuition x 100% discount. In this formula, 60% of the discount will be covered by the NHCA Scholarship Fund to be paid out as part of the compensation to the Instructor of the course for which the Tuition benefit is being applied. In the case where the tuition benefit is for a Faculty member, these funds will be allocated from the Faculty Tuition Benefit Fund. The remaining 40% discount will be covered by the NHCA Scholarship Fund to be transferred to the Class Income Account for payment of administrative costs associated with the course. The Registrar will provide a coupon code to those who qualify so that the faculty and or staff can register online and be added using the normal onboarding process for the course.

Formula 2: This formula applies to faculty and/or staff who are compensated monetarily for the fiscal year in which the tuition benefit is being sought: Tuition x 40% discount. The remaining balance of the course cost, 60%, will be paid as tuition by the faculty and/or staff member and applied towards the compensation of the course instructor. The Registrar will provide a coupon code to those who qualify so that the faculty and/or staff can register online and be added using the normal onboarding process for the course.

Formula 3: In rare cases, people who are participating in a class for critical review would not be charged a fee for their engagement in the course. As these individuals participate in the course to provide NHCA with instructional quality feedback, they would not be required to complete all assignments except as it would be helpful in assessing engagement and clarity of the instructions for the student experience. In some cases, these individuals could assist the Instructor(s) and support monitoring certain aspects of the curriculum. This is similar to a host capacity, although without the full responsibility of a host work-study agreement.

From time to time this policy will be reviewed and updated to maximize the balance between meeting the needs of both the student, Faculty and the Neohumanist College of Asheville.

(Version 1/23/2023)





Refund Policy

Updated [policy here](#)



Non-Discrimination Policy

We believe everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law. If you feel that you have been discriminated against, please let our director and/or board of directors know as soon as possible. Every complaint will be appropriately investigated.

The Neohumanist College of Asheville admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the college. It doesn't discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and yoga programs and other school-administered programs.



Business Office Hold Policy

The Neohumanist College of Asheville (NHCA) is a non-profit 501c3 organization. Funds raised through our programs, such as tuition, support the day-to-day operations of the college, from paying faculty and staff, to facility maintenance, office supplies, marketing, and all technology needed to run a global online institution of higher education.

In some cases, students will be notified that a Business Office Hold has been placed on their student account, when tuition payments are past due for more than two billing cycles and or payment arrangements have not been made or payment arrangements have not been honored. When this occurs, the student is notified by email of this policy and requests student action to resolve the outstanding financial matters. When a Business Office Hold has been placed on the student account, the following student privileges will be placed on hold:

1. The ability to register or attend future courses at the college
2. Access to educational content, videos, assignments, etc.
3. Receiving certificates of completion for courses impacted by the Hold
4. Receiving any diploma or degree
5. Receiving any academic records or transcripts

The NHCA takes several steps to ensure student are aware of their financial obligations, such as:

1. Including the price for programing on all marketing materials, website, and program applications/registrations
2. Letters of Agreement are drafted, signed by the student and stored in student electronic files
3. Reminder emails/digital messages are sent to the student
4. Regular invoices are sent to the student
5. Academic Advisor/Mentor or College staff personal phone call outreach

Placing a student on Business Office Hold is not ideal for the college, the student or the faculty, which is why the college makes all possible efforts to communicate with students about the risk of non-payment to their academic progress and our shared cooperation in the Neohumanist mission.

It is our hope that this policy will rarely be utilized, if ever. Instead our aim is to foster personalized relationships with students, where payment agreements are honored and a congenial environment is mutually created for accomplishing our shared mission to infuse the universal consciousness with the ideation of the Neohumanist Philosophy.



Tuition Payment Policy

Student tuition currently due must be collected on or before the last day of class for each course in the cohort to receive credit and completion certificates for any enrolled course. Student tuition still due at the end of a course must be collected immediately. The failure to pay within this time will jeopardize student enrollment in future courses.

Receiving timely payments is critical to cover operating expenses for the NHCA, which includes salaries for teachers, guest speakers and administrative support. The Neohumanist College of Asheville is a not-for-profit, delighted to serve so many dedicated individuals who have chosen to commit their lives to the next generation and insure a neohumanist future for the planet. The staff at NHCA work tirelessly to support you in this endeavor.



Incomplete Policy

The Neohumanist College of Asheville acknowledges that circumstances may arise where a student is unable to complete all learning activities within the stipulated academic term. In light of this, the Neohumanist College of Asheville may offer eligible students an 'incomplete' in situations where the Faculty member responsible for the student's learning approves it. Only students that have completed at least 60% of the assignments by the last class meeting will be eligible for an 'incomplete' otherwise the student will be invited to retake the course. The faculty member may also have additional attendance requirements to be eligible for an incomplete policy. Students mayIf an 'incomplete' is approved and a student agrees to the terms coordinated with the Faculty, the student may enroll in the next scheduled offering of the course or define an independent study plan to complete all required work. Supporting a student from incomplete to complete, in most cases, will require additional administrative work on the part of both the business office and the responsible Faculty member. Therefore, students are expected to pay the full tuition for the second enrollment in the course. On rare occasions, the tuition associated with a course may be waived in coordination with the responsible Faculty member.

From time to time this policy will be reviewed and updated to maximize the balance between meeting the needs of both the student, Faculty and the Neohumanist College of Asheville.

