

Application Form



Small College. Big Difference.

"Try Us On" Sessions

IHSE invites all prospective students, accepted students, parents, teachers and guidance counselors interested in learning about the child and youth related programs at the Institute to attend an upcoming "Try us On". This is a great

chance to mix and mingle with staff, faculty and students. Tours of classrooms and library will be provided. Student and teacher questions will be answered. Pre-registration is preferred. Classes and groups are welcome but please email wulft@insthse.ca so we know you're coming.

Tuition & Fees 2015/16† (2016/17 Fees available March 2016)	Year 1	Year 2	Year 3	Year 4	Total
Early Childhood Education Full-time	\$ 6242.00	\$ 6200.00	–	–	\$ 12,442.00
Early Childhood Education Part-time	\$ 4004.00	\$ 3870.00	\$ 3870.00	\$ 3890.00	\$ 15,634.00
Youth Worker Full-time	\$ 5801.00	\$ 5750.00	–	–	\$ 11,551.00
Special Education Full-time	\$ 5343.00	–	–	–	\$ 5343.00
Public School Program Assistant Full-time	\$ 5344.00	–	–	–	\$ 5344.00
Public School Program Assistant Part-time	\$ 2868.00	\$ 2840.00	–	–	\$ 5708.00
Inclusion and Intervention Diploma Part-time – Post Diploma (Fees are to be paid course by course.)					\$ 5460.00

†Amount includes all required text books. The Institute for Human Services Education reserves the right to make changes without notice in its published scale of charges for tuition and other fees. Applies to new students only.

Additional Information

Professional Development - Part-time: Students who have not been accepted into a certificate or diploma program are considered Professional Development students and must pay the applicable PD tuition rate at time of registration for each course. Please contact IHSE for applicable fee.

The Dr. Jane Norman Scholarships (Values \$500 - \$1000)

Entrance Scholarships: All high school applicants to full-time programs with an average of 80% or above will be automatically considered for scholarship.

Part-time Study Scholarships: Any students enrolled in a part-time program can apply for the scholarship upon completion of 50% of their program.

Prior Learning Assessment and Recognition

The Institute recognizes that adults have significant relevant prior learning experiences. The PLAR process allows students to receive credit for college level learning that has been gained outside a traditional classroom (through minimum five years relevant work experience, life experience, volunteering, self-study, work-related courses etc.). Interested applicants should contact IHSE for a PLAR Information Brochure.

Housing Options

The Nova Scotia Community College-Truro Campus residence has a limited number of double and single rooms available for Institute students. The NSCC residence is located less than one kilometer from the Institute campus, at 36 Arthur Street. Accepted students wishing to apply for a room in residence should contact the NSCC Coordinator of Residence at (902) 893-5378 or IHSE at (902) 893-3342 to obtain an application. Students should complete that application and forward it, along with applicable fees, to the NSCC as soon as possible.

IHSE also compiles an Off Campus Housing list each spring and this can be found at www.insthse.ca, or by calling (902) 893-3342 or by e-mailing admin@insthse.ca



Institute for Human Services Education

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60 Lorne Street, Suite 1
Truro, NS B2N 3K3

T: 902-893-3342
F: 902-895-4487

E: admin@inst-hse.ca
W: www.inst-hse.ca

For Office Use Only:

Student Number:

Date Received:

Payment: Cheque Money Order Cash

"Educating Human Services Professionals Since 1976"

Application Form

1. Program (check one program only)

Full-time programs:		Part-time programs: <small>(see program listings for locations)</small>	
<input type="checkbox"/>	Early Childhood Education Diploma - <input type="checkbox"/> Truro <input type="checkbox"/> Sydney	<input type="checkbox"/>	Early Childhood Education Diploma Location:
<input type="checkbox"/>	Public School Program Assistant Certificate - Truro	<input type="checkbox"/>	Public School Program Assistant Certificate Location:
<input type="checkbox"/>	Youth Worker Diploma - Truro	<input type="checkbox"/>	Diploma in Inclusion & Intervention Location:
<input type="checkbox"/>	Special Education Diploma - Truro	<input type="checkbox"/>	Level 1 or Professional Development Course(s) Location: PD students complete only sections 1 to 3 and are not required to submit transcripts, references or processing fees. Course(s) #:

2. Personal Information (please print clearly)

Last name:		First name:		Middle name(s):	
Address or RR#:		Town/city & county:		Province:	Postal code:
Phone:		Fax:		Email:	

Date of birth: (y/m/d)	Country of current citizenship: <input type="checkbox"/> Canada <input type="checkbox"/> Other:
Primary language:	Maiden name: (if applicable)

Do you have a physical or learning condition for which you will require special services? (if YES please specify. Please include any relevant documentation)

No Yes:

3. Education

Current or last high school attended: (an official transcript of grade 10, 11 and 12 must be submitted along with a photocopy of high school diploma when completed)

Address:	Graduation date: <small>(expected or last grade completed)</small>	Is school sending transcript? <input type="checkbox"/> Yes <input type="checkbox"/> No
Post Secondary Study Institution:		
Date attended:	Program:	Diploma/degree:

4. Student Services Information

Please indicate where you obtained our program information:

- Career Day Guidance Counselor Website Other:

Documentation:

Current High School Students: If you are currently attending high school please have your guidance counselor or teacher complete Part Two of the Confidential Report. Conditional acceptance can be made with a transcript identifying mid-term marks but the final high school transcript and a copy of the completion certificate/high school diploma must be received prior to official acceptance.

High School Graduates/GED Holders: If you have your high school diploma or have passed the grade 12 equivalency (GED) test your high school transcript and copy of diploma or other academic upgrading.

Mature Students: Students over 21 years of age and without a high school diploma or GED, are considered Mature Students. Contact IHSE Student Services for more information or necessary documentation.

Application Fee:

All applications must be accompanied by a non-refundable \$20.00 processing fee. Please make all cheques and money orders payable to the Institute for Human Services Education. (Please note that professional development students do not submit a \$20.00 processing fee).

Disclaimer: It is the responsibility of each applicant to ensure that all supporting documents are submitted with their application. Documents submitted become the property of the Institute and will not be returned. Only those applications that are received with all required information will be reviewed. Notification of acceptance is normally issued within six weeks.

Privacy Statement: The Institute for Human Services Education is committed to collecting, using, and disclosing personal information responsibly and only to the extent necessary for the services we provide. IHSE is open and transparent in its handling of personal information. The Privacy Statement of IHSE in its entirety is available upon request or refer to the Policy Section of our college calendar on the website (www.inst-hse.ca) or in the IHSE Student Manual.

Declaration: Please read the following before signing the application. Applications are not complete without a signature. By signing and submitting this application form, I certify that the application information is complete and that I have been informed that my name, should my application be accepted, will be submitted to the Child Abuse Registry and I will be required to provide a Criminal Records Check. The submission of any false statements or documents will result in immediate and permanent cancellation of admission or registration to the Institute for Human Services Education.

5. Attention Student

Before mailing, have you included?

- Official high school transcripts and copy of diploma or other upgrading documents (i.e., GED) to indicate marks.
Applicants without a high school diploma or equivalent may apply as a Mature Student. Please contact IHSE Student Services for Mature Student Requirements.
- Official post secondary school transcripts (if applicable)
- Confidential Report (high school student)
- A copy of your high school completion certificate/diploma (if applicable) or a letter of confirmation of graduation from a high school official to confirm attainment of Grade 12 or equivalent
- Any academic testing (if applicable)
- \$20 processing fee
- Completed and signed application form

Signature

Date

Confidential Report Part 1: To be completed by student (high school students only)

Last name:

First name:

Middle name(s):

Part 2: To be completed by a school official (this page may be photocopied and mailed separately from the application form)

please note: only applications with all supporting documents submitted will be reviewed.

School:

School telephone:

Address:

Date: (y/m/d)

Name of the school official completing this form:

Position:

Signature:

The above named student is applying to the Institute for Human Services Education.

Please evaluate this student in the following areas:	poor good very good unknown					poor good very good unknown			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industry and study habits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Oral communications skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationships with peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Writing skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationships with teachers and administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	English language skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: (if additional space is required, please attach a separate sheet)

Provincial Registration:

The Institute for Human Services Education is a registered private career College with the Nova Scotia Department of Labour and Advanced Education.