



Application Form

JANE NORMAN  
COLLEGE

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## College Tours

Jane Norman College invites all prospective students, accepted students, parents, teachers and guidance counselors interested in learning about the programs to contact the college for a student tour of the facility. This is a great opportunity 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 [linda.sutherland@janenorman.ca](mailto:linda.sutherland@janenorman.ca) so we know you're coming.

<b>Tuition &amp; Fees 2017/18†</b> <small>(2018/19 Fees available March 2018)</small>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Total</b>
Early Childhood Education Full-time	\$ 6240.00	\$ 6240.00	–	–	\$ 12,480.00
Youth Worker Full-time	\$ 5770.00	\$ 5770.00	–	–	\$ 11,540.00
Teacher Assistant Full-time	\$ 5360.00	–	–	–	\$ 5360.00
Teacher Assistant Part-time	\$ 2860.00	\$ 2860.00	–	–	\$ 5720.00
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 Jane Norman College 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 Jane Norman College 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 25% of their program.

## Prior Learning Assessment and Recognition

The College 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 our student success coordinator.

## Housing Options

The Nova Scotia Community College-Truro Campus residence has a limited number of double and single rooms available for College students. The NSCC residence is located less than one kilometer from the College 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 Jane Norman College 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.

Jane Norman College also compiles an Off Campus Housing list each spring and this can be found at [www.janenorman.ca](http://www.janenorman.ca), or by calling (902) 893-3342 or by e-mailing [info@janenorman.ca](mailto:info@janenorman.ca)

**For Office Use Only:**

Student Number:

Date Received:

Payment:  Cheque  Money Order  Cash

“Educating Human Services Professionals Since 1976”

## Application Form

### I. Program (check one program only)

Full-time programs:		Part-time programs: (see program listings for locations)	
<input type="checkbox"/>	Early Childhood Education Diploma- <input type="checkbox"/> Truro	<input type="checkbox"/>	Teacher Assistant Certificate Location:
<input type="checkbox"/>	Teacher Assistant Certificate- Truro	<input type="checkbox"/>	Diploma in Inclusion & Intervention Location:
<input type="checkbox"/>	Youth Worker 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: (expected or last grade completed)	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, along with a copy of your child abuse registry check, vulnerable persons and criminal record check, 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.

Contact Jane Norman College Registrar for more information on necessary documentation for students applying without high school diplomas or equivalency.

##### Application Fee:

All applications must be accompanied by a non-refundable \$20.00 processing fee. Please make all cheques and money orders payable to Jane Norman College. (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 College 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 three weeks.

**Privacy Statement:** The Jane Norman College is committed to collecting, using, and disclosing personal information responsibly and only to the extent necessary for the services we provide. Jane Norman College is open and transparent in its handling of personal information. The Privacy Statement of Jane Norman College in its entirety is available upon request or refer to our college student manual on our website [www.janenorman.ca](http://www.janenorman.ca).

**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 should my application be accepted, I will be required to provide a Criminal Records Check, Vulnerable Sector Check and a Child Abuse Registry Check. The submission of any false statements or documents will result in immediate and permanent cancellation of admission or registration to Jane Norman College.

Signature

#### 5. Attention Student

##### Before mailing, have you included?

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

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 Jane Norman College.

#### Please evaluate this student in the following areas:

	poor	good	very good	unknown		poor	good	very good	unknown
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:

Jane Norman College is a registered private career College with the Nova Scotia Department of Labour and Advanced Education.