

Jane Norman College
 60 Lorne Street, Suite 1, Truro, NS B2N 3K3
 Telephone: (902) 893 3342 Fax: (902) 895 4487 Email: info@janenorman.ca
 Website: www.janenorman.ca

STUDENT CONTRACT

SECTION 1: Applicant Information (please see Section 1 cont'd on reverse of this document)

Student Name

 Last Name

 First Name

 Middle Name

_____/_____/_____
 Birth Date

Day

Month

Year

 Social Insurance Number

Permanent Address Information

 Street Address

 Town/City

 PO Box#

 RR#

 Province

 Postal Code

 Telephone#

 E-mail

Local Address for Student Attending Full Time Programs in Truro (omit if same as above)

 Street Address

 Town/City

 PO Box#

 RR#

 Province

 Postal Code

 Telephone#

 E-mail

Emergency Information

In case of emergency, JNC is to contact _____

Telephone # _____

Does student have any medical condition or disability or allergies that may adversely affect the student's ability to participate in or succeed in this program?
 Please circle YES NO

If yes, briefly explain issue and include names of any medications:

SECTION 2: Program Registration Information (please see Section 2 cont'd on reverse of this document)

Program Name: Teacher Assistant (part time)

Start Date: 2018/09/04

End Date: 2020/05/15

FEES	Cost Year 1	Cost Year 2- if applicable	Cost Year 3- if applicable	Cost Year 4-if applicable	Total
Tuition Cost	\$ 2510.00	\$ 2510.00			\$ 5020.00
Books/Manual Fees*	\$ 350.00	\$ 350.00			\$ 700.00
TOTAL	\$2860.00	\$2860.00			\$5720.00

*Books/Manual Fees are included in the total cost of the program and are mandatory fees.

SECTION 3: Terms and Conditions (Terms of payment and interest are included in the College's policies, rules and regulations)

Payment Type (please check all that apply) Private Pay _____ Student Loan _____ Third Party/Sponsorship _____

SECTION 4: Declaration – Jane Norman College

I hereby verify that (please see Section 4 cont'd on reverse side of this document)

 Name of College Official (print)

 Signature of College Official

Dated at _____ this _____ day of _____ in the year _____

SECTION 5: Declaration - Applicant

I hereby verify that (please see Section 5 cont'd on reverse side of this document)

 Name of Applicant (print)

 Signature of Applicant

Dated at _____ this _____ day of _____ in the year _____

Section 1 cont'd..... Instructions to Applicants:

A contract is to be completed by all applicants enrolling in a Private Career College program registered with the Department of Labour and Advanced Education. Applicants will complete a new contract at the beginning of the academic year that covers the length of the program. The contract sets out the program details, terms and conditions of enrolment. The contract must be signed by the applicant and by an authorized private career college staff member prior to the applicant starting the program. Prior to signing the contract, under the *Private Career Colleges Act*, the college must provide to the student: 1) an outline of the content of the program; 2) a breakdown of the program by module; 3) the length of hours of each program module; 4) content of each program module; 5) method of instruction and evaluation to be used for each program module; 6) a program cost breakdown and payment schedule; 7) a copy of the college's policies, rules and regulations, including the Tuition Refund Policy as set out in the *Private Career Colleges Operational Regulations*, Student Complaint Resolution Policy, Attendance and Dismissal Policy, Risk Assessment Policy, Bullying and Harassment Policy and the Privacy and Distribution Policy and 8) a list of any equipment, text books and materials to be provided by the college. All sections of the contract must be completed. The signed contract must be copied to the student file and the original will be provided to the students no later than the first day of classes.

Section 2 cont'd..... Program Registration Information

There may be additional expenses not included in tuition and other mandatory fees such as photocopying, materials used in projects, paper supplies, and practicum related expenses (e.g., transportation) and possible fees for submission of late assignments. We estimate these costs to be between \$300.00 and \$500.00

Section 4 cont'd..... College Official

Prior to signing the contract the applicant has been provided with: 1) an outline of the content of the program; 2) a breakdown of the program by module; 3) the length of hours of each program module; 4) content of each program module; 5) method of instruction and evaluation to be used for each program module; 6) a program cost breakdown and payment schedule; 7) a copy of the college's policies, rules and regulations, including the Tuition Refund Policy as set out in the <i>Private Career Colleges Operational Regulations</i> , Student Complaint Resolution Policy, Attendance and Dismissal Policy, Risk Assessment Policy, Bullying and Harassment Policy and the Privacy and Distribution Policy, and 8) a list of any equipment, text books and materials to be provided by the college.
The applicant has been advised of, and meets, the prerequisites for admission to the program.
This contract has been fully explained to the applicant and the applicant has acknowledged full understanding of terms, conditions, policies, rules, and regulations associated with fulfilment of the contract
Options for recognition of prior learning assessment, transfer credits, equivalencies, competency evaluations or other full or partial program or module exemptions have been explained to and understood by the applicant.
The requirements around Child Abuse Registry and Criminal Record and Vulnerable Sector checks have been fully explained to and understood by the applicant.
The applicant has been provided with historical employment/placement statistics and labour market information relating to the program, including available graduate employment rates and the entry-level pay that a graduate of the program may expect to earn.
The Minister of Labour and Advanced Education will undertake periodic audits of Private Career College files to ensure compliance to the Act and Operational Regulations.
This contract is subject to the <i>Private Career Colleges Act</i> and its Operational Regulations.
A certificate or diploma will be issued no later than 30 days after the student has successfully completed the program and met all of the conditions of the contract.
A student, on written request to the college, may receive a copy of their own student file no later than 3 business days after the date the college receives the request.

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College Official Initial

Section 5 cont'd..... Applicant

Prior to signing this contract I have been provided with:

An outline of the content of the program.
A breakdown of the duration of the program by module and hours (maximum hours per day are 8 unless special approval received from Director of Private Career Colleges).
The content of each program module.
The method of instruction and evaluation to be used for each program module.
Options for recognition of prior learning assessment, transfer credits, equivalencies, competency evaluations or other full or partial program or module exemptions, plus the application process, have been explained to and understood by the applicant.
A program cost breakdown and payment schedule.
A copy of the College's policies, rules, and regulations, including the Tuition Refund Policy, Student Complaint Resolution Policy, Attendance and Dismissal Policy, Risk Assessment Policy, Bullying and Harassment Policy and the Privacy and Distribution Policy.
A list of any equipment, text books and materials to be provided by the college.
Information regarding the graduate employment rates and entry-level pay that a graduate of the program may expect to earn.
A copy of the College's program completion requirements.

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Applicant Initial

I understand that:

- My name will be submitted to the Child Abuse Registry and a clean abstract is required to fulfill the contract.
- I am required to submit Criminal Record and Vulnerable Sector Checks and clean abstracts may be required to fulfill the contract. Absence of a clean abstract may limit or eliminate possible employment opportunities.
- I must disclose any conditions or factors that may adversely affect my ability to fully participate or succeed in the program.
- I must abide by the terms, conditions, policies, rules and regulations of the College which are described in the body of this contract or as attached annexes to this contract.
- This contract is subject to the *Private Career Colleges Act* and its Operational Regulations.
- By signing this contract I have not been guaranteed employment upon completion of the program.
- Financial assistance in the form of a loan may be available and it is my responsibility to repay the loan as determined by the lender.
- Any course I fail or choose to repeat will be charged at a per unit amount as established in the College's tuition outline.
- A course will only run subject to meeting enrolment requirements.
- I have been advised of, and meets, the prerequisites for admission to the program.

Applicant Initial

Please initial in box to continue receiving email notifications from College after contract end date.

SECTION 6: Proof of Execution—Mutual Assent

DRAFT

Name of College Official (print)	Signature of College Official
Dated at _____ this _____ day of _____ in the year _____	
Name of Applicant (print)	Signature of Applicant
Dated at _____ this _____ day of _____ in the year _____	

Note: Once signed and dated, all amendments to this contract must: conform to *the Private Career Colleges Act & Private Career College Operational Regulations*, be signed and dated by both parties or authorized agents, and be approved by the Director or an inspector (Pursuant to s.46 (3) of *Private Career College Operational Regulations*).