

# McKenzie College

Sydney Campus

## Calendar



# 2010

# Turn your Passion into a Profession!

McKenzie College is a private post secondary school offering career oriented training since 1988. Our programs are specifically designed to meet the training needs of applied technology industries.

Our campus boasts a modern learning environment that is second to none in the training industry. Our immersive, project based teaching model is designed to give our students the skills required to succeed in their chosen profession. Graduates of McKenzie College can be found working in exciting careers across Canada.

Our online training programs offer students an excellent educational experience at a pace that suits their lifestyle. Our unique mix of multimedia instruction and instructor interaction makes a McKenzie College online program unlike any other.

McKenzie College programs have been developed around real world projects and exercises. Our courses are designed to give each student training specifically designed to prepare them for the technical workplace. Students learn the industry standard techniques, skills and practices used by the top creative and technical companies in Canada.

Turn your passion into a profession. Let McKenzie College be your educational partner.



# Applied Music Technology

**Program Length**  
42 weeks, full time

## Overview

The Applied Music Technology Program is a 10-month, full-time program designed to facilitate the entry of emerging musicians into the Canadian music industry. Building on the existing musical strengths of the student, the program focuses on developing musical, technical, business and performing skills in areas that are critical to success in the music industry. These include technique and overall musicality, music literacy and composition skills, music technology and computer skills and musical Entrepreneurship. The final practicum requires the students to produce a three song demo using skills learned during the program.

directly employs thousands of Nova Scotians.

The music business requires highly-motivated self-starters and self-promoters. Industry leaders agree that strong musical talents and career management skills are essential for a successful career in the music industry. The music industry demands trained, qualified and experienced workers who can promote their individual talents and carve out a niche for themselves. Music career training paves the way for those wishing to get involved in the music industry and make a profitable living.

The McKenzie College Applied Music Technology Program



## Career Opportunities

The music industry is a major economic engine in Nova Scotia. Witness the explosion of East Coast music in recent years and the emergence of major Canadian-born international recording artists.

Atlantic Canadian musicians, technicians, producers and publishers constitute the workforce of a thriving industry that

provides students with the academic, theoretical and practical training they need to succeed in the music industry. Graduates may find employment as live performers, studio musicians, or in industry-related careers such as private teaching, song writing and arranging, management, music publishing, or promotions. Having an emphasis on popular music technology and production, the program also serves as

preparation for a career in the music production and recording industry.

## Did You Know?

*The music industry is one of Nova Scotia's largest employers.*

## Facilities

McKenzie College uses industry standard hardware and software in our labs and facilities. The digital audio workstation lab features a 1:1 student/equipment ratio and consists of computers running all student software and a full-size MIDI keyboard. Our partnership with Soundpark Studio provides our students with access to world-class recording studio facilities.

## Program Modules

Computer Fundamentals  
Keyboarding  
Music Theory  
Ear Training  
Applied Music Study  
Performance  
Introduction to Recording  
Recording Technology  
Digital Audio & MIDI Workstation  
Composition and Arranging  
Music Entrepreneurship  
Recording Practicum

## Entrance Requirements

Applicants must possess a minimum high school diploma or equivalent.

# Media Arts

## Flexible Training

### Program Length

**32 weeks, full time flexible training**

### Overview

Media Arts Production is a program of study that introduces the student to a variety of digital media and animation skills and opens the door to career opportunities in a range of media and broadcast fields. Students may also use this program as a general springboard to more in-depth study in the areas of film, television, photography, animation or video or audio production.

## Did You Know?

*Media Arts graduates may employ their skills in over fifty media related specialties in photography, film, audio, animation and video recording.*

### Careers in Animation

The animation industry is rapidly moving away from traditional cell based animation. The use of tools like Macromedia Flash has overtaken traditional ink and paint type animation positions. Employees in this industry are less likely to find positions that require a linear set of skills. More in demand today are employees who understand the entire animation process including final composition and editing of both audio and video elements.

### Careers in Audio & Video

Television and film production careers are available to quali-

fied individuals with the proper training. An understanding of composition, videography and digital technologies provides a solid background for those in the video industry. Employers have entry level positions as camera operators and assistants, lighting assistants and video editors and engineering assistants. These opening positions are the stepping-stones to jobs with increased responsibility and rewards.

There is an increasing appetite for video media in the marketplace. Broadcasters, local cable companies and independent video producers are all taking advantage of new technologies to make production easier, cost efficient and available.

### Careers in Photography and Imaging

The Media Arts Program provides introductory digital imaging skills that would qualify someone to work in a photographic studio or processing lab as an image editor. Most professional photographers are now employing people in house to do jobs that used to be outsourced to big labs.

Digital technology has also been adopted by small to medium photo processing labs, again employing people for these positions that would once have been only available in larger professional labs in larger centers. Photographers are also experimenting with new products such as DVD slide shows and presentations that use their current photographic material. Media Arts students are ideally trained to assist them with preparing for the convergence of media in this area.

### Program Modules

- Computer Fundamentals
- Drawing Studio
- Introduction to Animation
- Introduction to Video
- Introduction to Audio Recording
- Introduction to Photography
- Audio Editing
- Digital Video Post Production
- Digital Image Editing
- Flash Animation
- Final Project

### Entrance Requirements

Applicants must possess a minimum high school diploma or equivalent.



# Medical Transcription

**Program Length**  
32 weeks, full time

## Overview

The Medical Transcription Program is eight months in duration and is designed to respond to the need for highly skilled transcriptionists for the medical field. Medical Transcription is a field that requires employees provide quick and accurate service for their employers and contractors.

The program includes these major areas of instruction: medical anatomy, medical terminology, accurate and timely transcription, proficient proof-reading, editing skills, technical and computer skills.

A medical transcriptionist works with medical reports, correspondence, records, patient-care information, statistics, medical research and administrative material. Transcriptionists are required to be highly accurate in the process of working with these documents. In order to be effective they require an excellent working knowledge of terminology and the context of the subject being transcribed.

Effective transcriptionists must have comprehensive medical knowledge and use sound judgment to think through a case in order to detect problems. A well trained transcriptionist can spot errors in a report and check back with the doctor and associated reference material to get the right information.

## Career Opportunities

Medical transcription is an



industry that is exploding. It is prestigious and in demand across the United States and Canada. According to the US Department of Labor, "Employment of medical transcriptionists is projected to grow faster than the average for all occupations through 2010. Demand for medical transcription services will be spurred by a growing and aging population."

## Program Modules

Computer Fundamentals  
Keyboarding  
Introduction to Microsoft Word  
Anatomy and Physiology  
History and Examinations  
Intro to Medical Terminology  
Disease Terminology  
Pharmacology Terminology  
Surgical Terminology  
Laboratory Terminology One  
Laboratory Terminology Two  
Medical Transcription One

## Did You Know?

*The medical transcription industry is experiencing an annual growth rate of 13 percent.*

Medical Transcription Two  
Medical Transcription Three  
Professional Practice

## Entrance Requirements

Applicants must possess a minimum high school diploma or equivalent.

# Computerized Bookkeeping

**Program Length**  
24 weeks, full time

## Program Overview

The Bookkeeping Program is designed to respond to the need for highly skilled bookkeepers in a modern business office. Running a professional business office requires skilled employees who provide efficient and accurate financial record keeping.

Bookkeeping is the recording of day-to-day financial transactions which include sales, purchase, income and payments by an individual or organization.

Bookkeeping should not be confused with accounting. The accounting process is usually performed by an accountant who creates reports from the financial transactions recorded by the bookkeeper. Any process that involves the recording of financial transactions is a bookkeeping process.

## Career Opportunities

According to Service Canada, careers as bookkeepers are expected to remain steady with good opportunities for self-employment. In Canada, Bookkeepers make, on average, \$15.00 per hour, with the high end of the wage scale being \$28.00 per hour and remuneration increases as experience is gained. Experienced bookkeepers can make between \$50- and \$58-thousand dollars per year. Bookkeepers are employed in most business situations in a wide variety of industries, including retail, professional services, manufacturing and service industries. You will find



bookkeepers working for employers such as doctors or lawyers, shipping companies, clothing retailers and building contractors. Wherever there are business transactions to record, you will find bookkeepers employed.

## Program Modules

Business Mathematics  
Introduction to MS Word  
Introduction to MS Excel  
Manual Bookkeeping  
Computerised Bookkeeping 1  
Computerised Bookkeeping 2  
Introduction to Payroll

## What makes our program unique?

Unlikesome other programs that include only introductory bookkeeping instruction as part of a general office procedure course, our program is fully focused on bookkeeping as a career. We

teach the two most widely accepted software packages, Simply Accounting and Quickbooks, so our graduates are ready to meet their employers needs on day one. This program is ideal for students who have already completed an office management or technology program and wish to upgrade their skills to advance in their career.

## Entrance Requirements

Students must be familiar with basic Internet operation and must have earned a High School Diploma or equivalent, including credit in grade 12 mathematics.

# Digital Photography Online

**Program Length**  
42 weeks, full time, Distance Ed.

## Overview

Photography is currently undergoing a dramatic revolution as we move from a silver-halide to a digital based imaging medium. Digitization has reinvigorated the photographic profession and created new opportunities for those prepared to take advantage of the new realities of digital imaging in this profession.

Digital Photography is a comprehensive study of commercial photographic skills required by working photographers and explicitly addresses new technology that has changed forever how professionals work in the field.

The program has the following educational objectives:

1) Provide training for students using newly available digital SLR's. 2) Instruct students on how to use digital image editing software, including Adobe Photoshop. 3) Teach students how to properly choose, compose and produce commercially successful scenic, portrait and event photographs. 4) Teach students important business and promotional skills required to become successful commercial and studio photographers.



## Career Opportunities

Sixty-two percent of photographers in Canada are self-em-



ployed. These people most often work as freelance and commercial photographers in private studios promoting services such as portrait, wedding, group and event coverage.

Many people also work as photographers in addition to other full or part time employment. Seasonal portrait and event work is readily available to talented individuals. Many professional photographers employ assistants to process, store, catalog, proof and print digital images. These assistants have become more common now that services once performed by the photo lab are performed digitally, in-house.

A number of career options are available to our students upon graduating from the Digital Photography program:

1) Become self-employed as a professional freelance or studio photographer. 2) Become a

photographer's assistant, helping with both photographic shooting and post processing tasks for a commercial studio. 3) Seek employment as a photojournalist or other salaried photographic positions. 4) Be employed as a lab-tech correcting, processing and printing digital images for a commercial lab.

## Program Modules

Introduction to Photography  
Digital Imaging  
The Digital SLR Camera  
Advanced Digital Imaging  
Advanced Photo Technique  
Portraiture  
Scenic Photography  
Event Photography  
The Commercial Photographer

## Did You Know?

*Professional photography is a career that can be undertaken in either a full time or part time basis.*

## Entrance Requirements

Applicants must possess a minimum high school diploma or equivalent and must be familiar with basic Internet operation in order to successfully complete the program.

## Continuous Enrolment

Because this program is available online, new students may begin their program at the beginning of each month.

# Journalism and Professional Writing Online

**Program Length**  
42 weeks, full time, Distance Ed.

## Program Overview

The Journalism and Professional Writing program is designed to prepare students for a career in journalism, writing for various media outlets and publications or for publicity or public relations purposes. The Journalism and Professional Writing program is designed to train individuals who wish to earn a living writing professionally. The program includes developing skills in interviewing, researching, professional writing, English grammar and spelling, information management, media law and media ethics.

The market for people with writing skills is healthy and widespread. Individuals with these skills can market themselves in a wide range of positions across North America.

## Program Modules

Introduction to MS Word  
Introduction to MS Powerpoint  
Design and Layout  
Adobe InDesign  
English Grammar  
Information Gathering  
Feature Writing  
Copy writing

Public Relations  
Media Law  
Career Planning

## Career Opportunities

The program prepares students for a career and employment with private and public media outlets and broadcasters including radio and television news gathering services news writers, researchers, advertising copy writing and feature story writers. Students may find employment as freelance writers for news publications, magazines, and journals both in print and online.

Careers in writing may include:

- Daily newspapers
- Weekly newspapers
- Consumer magazines
- Business Publications
- Online publications
- Technical writers
- Network television stations
- Commercial radio stations
- Public relations agencies
- Advertising agencies
- Assistant editors
- Cadet journalists
- Feature reporters
- News reporters

## Online Facilities

The McKenzie College Online (online.mckenziecollege.com) Learning Center is the virtual classroom that students access to download assignments, upload projects and completed assignments and interact with their instructor.

## Did You Know?

*There are over one hundred daily newspapers published in Canada.*

Students will have secure, password-protected access to the programs learning center. This portal provides access to the working documents, materials and exercises required for the program, allows them to interact with other students and instructors and provides a means of submitting assignments and getting feedback on their progress.

## Entrance Requirements

Students must have earned a High School Diploma or equivalent and must be familiar with basic Internet operation in order to successfully complete the program.

## Continuous Enrolment

Because this program is available online, new students may begin their program at the beginning of each month.



# Graphic Design and Marketing Online

## Program Length

42 weeks, full time, Distance Ed.

## Overview

The McKenzie College Graphic Design and Marketing Program is designed to train students to take advantage of opportunities in the design and marketing industry.

The advertising and marketing firms have a preference for designers schooled in the art of developing business materials for advertising and promotion. Graduates will be capable of assessing a client's print media requirements and developing promotional material to meet their needs.

Graphic Design and Marketing provides instruction in design, the creative process and publishing workflow. It teaches students how to use computer applications common in the design industry. It develops professional standards for spelling, grammar and proofreading.

Most importantly, Graphic Design and Marketing combines design training with an introduction to Canadian Marketing so that students may have a more complete understanding of promotional design for advertising.

We have also decided to offer the Graphic Design and Marketing program as a distance education course based on growing interest in online programs.

Our comprehensive online education web site allows us to administer and deliver programs with an exceptionally high degree of efficiency. Our combination of online resources and one on one online meetings is proving to be an exceptionally adept way to deliver training on a schedule desired by modern students.

## Career Opportunities

As Graphic Design and Marketing graduates, students will be prepared to enter the publishing field as graphic designers for print media and advertising. Graduates will have the skills to evaluate a client's print and promotional needs. They will be able to recommend design solutions for their marketing material.

Students will be able to design and prepare products for publishing, keeping in mind a client's budget and business requirements. With the skills

developed in this program, students may choose to work for a design studio, advertising firm, publisher, printer, or pursue self-employment and consulting opportunities.

## Did You Know?

*Marketing and Design  
Careers are in demand  
across Canada.*

## Program Modules

Design Theory Digital Imaging Digital Illustration Desktop Publishing Text and Resource Management Canadian Marketing Advertising Design and Promotional Media Applied Marketing and Design Project

## Program Prerequisites

Students applying to the Graphic Design and Marketing program must have a minimum of a high school diploma or equivalent and must be familiar with basic Internet operation in order to successfully complete the program.

## Continuous Enrolment

Because this program is available online, new students may begin their program at the beginning of each month.



# Keep your old job while training for a new one.

Do you want to train for a new career while keeping your current job? Our flexible training programs may be the answer.

The needs of the modern student are changing. The pace of life is quicker than ever before and we recognize that our students need to balance their desire for education and career training and their financial, family and social commitments.

To help you achieve your goals, we offer a number of options to allow you to further your education and balance your current lifestyle and commitments.

## **Flexible In-Class Programs**

Some in-class programs are available in a flexible delivery format. The flexible format allows you to more easily schedule your commitments, work and school in order to achieve your goals.

## **Short In Class Sessions**

Our in class sessions are highly optimized to provide the most efficient instruction possible in a regular classroom setting.

We organize the materials and use the most up to date instructional aids in order to maximize your in class study experience.

Classroom sessions are scheduled at consistent times to allow you to organize other commitments, family and your current job.

## **Online Materials**

Our flexible study program provides online access to materials, assignments and tests. Save travel time by submitting projects and taking tests online.

## **The Team Approach**

You will be partnered with a study team that will help you to complete your work and provide a collaborative atmosphere in which to learn.

Under the supervision of your instructor and with the assistance of your team members you will be able to learn new skills and develop your talents and abilities.

## **Open Lab Sessions**

Regularly scheduled project labs provide you the space and time needed to learn with your study team. Lab sessions provide the materials, equipment, direction and

## **Online Testing**

Our online Learning Management System and module based approach lets you complete a section of work and evaluate your performance with quick online testing.

Our Flexible Training program has replaced major exams with shorter, but more frequent, tests and quizzes. Take these tests online from any internet connected computer.

## **Is Flexible Training for You?**



group mentoring to further your educational goals.

## **Personal Instructor Help**

Instructors are available to provide extra assistance and help throughout your program. Get one on one help when you need it.

## **Podcasting**

Many of our in class sessions and lectures are recorded for broadcast and available online. This allows you to review materials and catch up on classroom sessions other commitments have prevented you from attending.

If you are committed to your education and want to maintain you family and employment commitments our flexible education programs may be for you. Short schedules, organized learning teams, online support materials, regular testing and one on one instructor times make the dream of balancing your life and education a reality.

# How Does Online Education Work?



## How Does Online Training Work?

Distance education offers a unique educational experience that fits with the lifestyle of today's student. McKenzie College online programs offer continuous intake, which means that students can start a program on a timetable that works for them.

Our online course delivery system provides a complete educational experience. Structured lesson plans, relevant textbooks, audio and video tutorials, web based assignment delivery and online testing provide each student with a complete and rewarding experience that delivers what we promise, training that provides each student with valuable skills.

## Course Management

Students log in securely to our student and course management system. Here they are provided with all the elements of their education in one convenient site. Students can download lessons, receive personal instructor attention, upload assignments and take tests. The student management site provides students with the structure they need and the flexibility they want.

## Instructors, Testing and Assignments

Lessons are structured around traditional texts, hands on assignments, instructor evaluation and compre-

hensive testing. Students receive their assignments online. They can consult their instructor should they have any questions about their assignment or need extra help. When finished all assignments are uploaded to our student management system for evaluation.

Our professional instructors have real-life experience that they pass on to students. Scheduled sessions with instructors allow students the opportunity to discuss issues and expand upon the topics being explored in each module.

## Equipment

Some online programs include equipment as part of the program. Fifty percent of the total cost of tuition must be paid in full before equipment is released to the student. Students who successfully complete their program and have met all other financial obligations may choose to keep the equipment.

Students may be able to receive a tuition discount if they are able to provide suitable equipment. Students must confirm with the registrar's office to insure they have acceptable equipment available to them.

Students in online programs must provide their own access to the internet for the duration of the program.

## Is Distance Education for You?

Distance education has grown immensely in popularity in the last few years. It has become a desired and preferred method of education and upgrading for millions of people.

Distance education provides a flexible education opportunity that allows students to learn at their own pace and not have to speed up or slow down to match an arbitrary classroom pace. The interaction level students have with their instructors is generally high and many programs feature a multi-media learning system that incorporates modern learning aids.

Distance education requires a high degree of commitment from the student. Each student must be dedicated and motivated to keep up with their school work. Distance education benefits the motivated self-starter greatly and rewards them with an exceptional learning experience.



# Equipment Options for Online Programs

## What equipment will I receive as part of my digital photography program?

All the equipment you need to begin your program is included in the cost of tuition for the Digital Photography program.

As part of your program you will receive a Canon Digital Rebel SLR with 18-55 zoom lens, tripod, camera case and UV filter. You will also receive a full version of Adobe Photoshop, the professional

software tool of choice for virtually all modern photographers. The use of all this equipment, valued at over \$2000.00 retail, is included in the Digital Photography program for the duration of your course. The equipment is yours to keep upon successful completion of the program.



## What if I already own a digital SLR camera or software?

Some students already own a compatible SLR system and software and do not require the equipment included in the program. If this is the case, you can request a deduction in the tuition and significantly reduce the cost of your program. Please inquire with the registrar for specific details.



## What equipment will I receive as part of my Journalism and Professional Writing program?

All the equipment you need to begin your program is included in the cost of tuition for the Journalism and Professional Writing program.

As part of your program you will receive a Windows compatible laptop and digital voice recorder. You will also receive a full version of Microsoft Windows, the profes-

sional software tool of choice for virtually all writing professionals. The use of all this equipment is included in the tuition cost of the Journalism and Professional Writing program for the duration of your course. The equipment is yours to keep upon successful completion of the program.



## What if I already have my own computer system and software?

Some students already own a compatible computer system and software and do not require the equipment included in the program. If this is the case, you can request a deduction in the tuition and significantly reduce the cost of your program. Please inquire with the registrar for specific details.



# Online Training F.A.Q. (frequently asked questions)

## **What do you need to get started?**

Getting started in an online training program is easy. Start by completing the enclosed application form, and be sure to include the requested supporting documentation.

Once we receive your application we will review it and begin your registration process. An admissions officer will contact you to review your financing options and help you apply for student assistance should you require it.

Once you've been accepted, we will review your learning timetable and schedule a start date for your personal program to begin. With our help, a great new career may be closer than you think.

## **When can I start?**

You can start at any time. McKenzie College offers continuous intake service so that you can start your program when your schedule allows.

## **What prior training do I need?**

Grade 12 or equivalent is a prerequisite for our online and in class programs.

## **How soon can I start earning?**

Students of online learning programs can start earning money from freelance work after just a few months of study. To help you get started, the Career Planning module is designed to get you started earning money from your new skills.

## **Must I quit my job?**

Not necessarily. You can take your online training within a timetable that accommodates your lifestyle and at your own pace.

## **Is the course difficult?**

Our online programs are challenging and give you lots of hands-on practice. We ask for a commitment of 20-25 hours of work a week from our students enrolled in full time programs. Our online programs are both challenging and enjoyable.

## **How long is the Course?**

Your course is designed as a full-time program intended to be delivered over 10 months. Part time students

may arrange a longer schedule to complete their program. You proceed at your own pace. There is no extra charge for an extension to the course schedule.

## **What if I am not completely satisfied with my program?**

Students enrolled in our online programs enjoy a 21-day money back guarantee. After 21 days of study, students may discontinue their program at any time and receive a pro-rated refund for the unused portion of the program.

## **Is there any federal or provincial tax on the fees?**

There is no federal or provincial tax on full time programs. Professional development modules are subject to federal and provincial tax.

## **Is the course eligible for an Income Tax deduction?**

Full time courses are tax deductible.

## **Do I need Internet access?**

Yes. High speed DSL or Cable is preferable.

## **How will I get feedback on my**



## **Do I need expensive equipment?**

Yes, and we provide it for you in the cost of the tuition in a full time program. Upon your successful graduation you may choose to keep the equipment.

## **What if I already have my own equipment?**

If you currently own equipment suitable for completing your program you will be able to request a reduction in the cost of your program. If you do not require the supplied materials, software or equipment.

## **Is financial assistance available?**

McKenzie College is a registered Private Career College under the Private Career Colleges Regulations Act. Students may qualify for financial assistance through local student financial assistance programs. You must contact your local student aid office to find out whether you qualify.

## **progress?**

You receive personal evaluation for all assignments and projects from an experienced McKenzie College Instructor. Online tests are automatically graded by our course management system and you receive your results immediately.

## **What kind of diploma will I receive?**

All McKenzie College programs are registered with the NS Department of Education, and recognised by the National Student Loan Services Center and National Association of Career Colleges. Upon the successful completion of your program you will receive a diploma confirming that you are a graduate of a nationally recognized program registered in the Province of Nova Scotia.

# Financial Options

## Student Loan

Students completing full-time programs of study may apply for assistance through the Canada Student Loan Program. Student Loan recipients may receive funding for tuition, books, supplies and in some cases living expenses. Canada Student Loan recipients enjoy a six month payment-free period after their studies are complete. Assistance with applying for Canada Student Loan is available through the College. Please allow six to eight weeks for processing of student loan documents.

## Student Line of Credit

Some students may be eligible for financial assistance from their current bank in the form of a student line of credit. In this case a reduced interest period may be available with reasonable repayment terms that will allow you to finance your education. Our registrar will be happy to help you contact your financial institution for specific terms and options.

## Monthly Payment

Students who wish to complete programs of study, but who are not applying for or who do not qualify for Canada Student Loan assistance may choose to make monthly tuition payments to the College. A personal payment schedule may be arranged with the College financial office.

## Visa and Mastercard

Payments may be made using your credit card. For your convenience tuition payments may be spread over the duration of your program

## Paypal

Online payments may be made conveniently through Paypal, the world leading online payment and transaction service.

## Student Study Grant

Some students may be eligible for a non-repayable student study grant. Eligibility for study grants are determined by your provincial Student Loan office.

## Federal Employment Assistance and Training Allowance Programs

Some students may be eligible for financial assistance and a training allowance from HRDC and Skills Development Canada. If you have been in receipt of benefits or are a member of a group or minority that is eligible, funding assistance may be available. Our office can help you determine your potential eligibility and assist you in contacting your HRDC and Skills Canada office.

## Canada Pension

Some students may be eligible to collect pension benefits while attending College or University. If you are the child of a deceased parent and are under the age of 25 you may be eligible for a non-repayable monthly benefit. Our registrars office can assist you in applying for pension benefits.

## Part Time Students

Students may also choose to enroll in individual modules of some programs. Selected modules of many of our programs are available to the public as continuing education and professional development courses. A variety of payment methods are available for part time students.

# Tax Benefits

McKenzie College programs are registered education programs with the Nova Scotia Department of Education. There may be tax benefits available to you as an individual or as a business owner, depending on your personal tax situation.

As an accredited program of study, tuition costs may be deducted. Students may also have the ability to assign their tax credit to a parent if it is not financially beneficial for them to use the credit themselves directly.



# Canada Student Loans Program

The Canada Student Loans Program aids students in financing their education. The Canada Student Loans Program is available for students who are either full time and part time. This program also incorporates the Canada Study Grants which fund qualified students including: students with disabilities, students with dependants, high-need part-time students, and women in certain fields of doctoral studies.

If you are a full-time student, or you are planning to become one, you may qualify for a subsidized loan through the Canada Student Loans Program. While you pursue your studies the Canadian Government pays the interest that accumulates on your loan to the lender. You do not have to make any payments on a Canada Student Loan while you are in school full-time. After you have finished your full time studies, interest on your loan starts to build up though you are not required to start paying it until 6 months after that. This is the grace period and after it is over you are required to pay the interest and the principal. If you are having difficulty managing and repaying your loans after you have finished your studies you may be eligible for interest relief and in some cases, debt reduction.

## Full Time Students

Eligibility for the Canada Student Loans Program

To be eligible for a full-time Canada Student Loan, you must fulfill all of the following:

1) be a Canadian citizen or per-

manent resident of Canada;  
2) be a resident of a province or territory that participates in the Canada Student Loans Program. Quebec and the Northwest Territories do not participate since they administer their own loan programs;

3) You must be able to demonstrate to the provincial or territorial student assistance office through the completion of an application form, that you cannot monetarily cover your educational costs;

4) enroll or be qualified to enroll in at least 60 percent of a full-time course load at a designated post-secondary educational institution;

5) students with permanent disabilities may enroll in 40 percent of a full-time course load; and

6) enroll, or be qualified to enroll, in a program leading to a degree, diploma or certificate. (The program must be at least 12 weeks in length within a period of 15 consecutive weeks.)

## Amount You Can Borrow

You can borrow, depending on your financial need up to a maximum of \$165.00 for each week of your study period. This is the maximum you can borrow from the Canada student Loan program but you might also be eligible from your Provincials loan programs or through other scholarships and bursaries

## How to apply

Go to your educational institution or the provincial or territorial student assistance office nearest you.

Depending on the province or territory in which you live, you may be asked to submit your application directly to either your post-secondary institution or to the student assistance office.

Financial aid offices at most colleges and universities, as well as admissions offices at private and provincial schools, also have information materials and application forms for the Canada Student Loans Program.

## Canada Study Grants

These grants which are administered by the governments are available to provide assistance to students with permanent disabilities, high-need part-time students, and women in certain doctoral studies as well as help full and part-time student loan recipients with dependants finance their education. These are different from student loans, since Canada Study Grants do not have to be repaid.

## Students with Disabilities

If you have a permanent disability such as deafness, blindness, other physical or learning disabilities, you may be eligible for a Canada Study Grant of up to \$5,000 a year to cover exceptional education-related costs associated with your disability. To be eligible, you must:

- 1) Have a permanent disability which limits your ability to participate fully in post-secondary studies or in the labour force (proof required);
- 2) If you are applying as a full-time student, you must be

enrolled in courses that represent at least 40 percent of a full-time course load.

3) If you are applying as a part-time student, you must be enrolled in courses representing at least 20 percent of a full-time course load.

The grant may cover such exceptional expenses as the costs of a tutor, an interpreter, attendant care, or special equipment. To apply, you must first complete an application for a full-time or part-time Canada Student Loan (available from your provincial or territorial student assistance office) to establish your financial needs. You then submit a separate application form for the Canada Study Grant (CSG) to the same office.

## Students with Dependants

If you have children or other dependants, and can demonstrate financial need in excess of \$275 per week in combined federal and provincial loans, you may be eligible for a Canada Study Grant.

Applications may be submitted to the student assistance office in your province or territory, or online through your student assistance provincial web site.

# Do I Qualify for Student Assistance

Canada Student Loans are available to Canadian residents to assist in financing education costs. Several factors influence your eligibility for assistance such as income, place of residence and marital status. You can find National Student Loan information online that may help you calculate your potential eligibility.

<http://www.canlearn.ca/cgi-bin/gateway/canlearn/id/nslsc.asp>

# Our Commitment to You

At McKenzie College, we are committed to our students' satisfaction. We want to guarantee that our students enjoy a successful educational experience.

Every student enjoys the benefit of our 21 day satisfaction guarantee. If for any reason within the first 21 days of beginning your program you are not completely satisfied, simply notify the school registrar in writing to terminate your enrollment, arrange to return course materials that have been provided to you, and receive a full tuition refund.

After 21 days you still have the right to discontinue your training at any time simply by notifying the school in writing. If you are enrolled under a monthly payment plan, you are under no obligation to make any further payments. If you have arranged to pre-pay your tuition, you are eligible for a pro-rated refund for the remaining portion of the program according to the terms of the tuition refund policy.

## How to Apply

We accept applications for program enrolment up to the start date of each program. Online programs begin each month.

Application forms may be obtained online at [www.mckenziecollege.com](http://www.mckenziecollege.com) or from the registrar

Complete the application form for the program and return by fax, mail or in person, along with the \$50.00 registration fee and supporting documents. Our registration office will confirm your acceptance into your program with a written letter of acceptance.

### Music Demos

Music Students are requested to provide a two song demo CD or MP3 file with their application.

Music demos can not be returned so please do not send originals. Auditions may be arranged instead of providing a demo CD.

### Student Loan Applicants

You can begin your application process for Student assistance immediately upon submitting your application. Most applications for student assistance are now made online. Our registration office can assist you with completing your application.

Your student loan application requires that you submit proof of income and employment where applicable. This material can be mailed or faxed to the student loan office after you complete your application online.

Once your student loan application is complete you should notify our student assistance office so that we may forward to student assistance a confirmation of your enrolment into your program along with the program start and end dates.

Loan applications take up to eight weeks, on average, to process. This time may be longer if the student assistance office is waiting for supporting documents and may also be longer during peak application periods in September. Please apply early to insure quick processing.

## Student Assistance Web Sites

**Nova Scotia** - <https://studentloans.ednet.ns.ca/>

**Ontario** - [https://osap.gov.on.ca/eng/eng\\_osap\\_main.html](https://osap.gov.on.ca/eng/eng_osap_main.html)

**New Brunswick** - <http://www.studentaid.gnb.ca/>

**Newfoundland** - <http://www.edu.gov.nf.ca/studentaidsystem/warnapply.html>

**Alberta** - <http://www.alis.gov.ab.ca/studentsfinance/>

**British Columbia** - <http://www.aved.gov.bc.ca/studentsservices/welcome.htm>

**Manitoba** - <https://web4.gov.mb.ca/sao/app/en/page1>

**Prince Edward Island** - <http://www.gov.pe.ca/educ/>

**Saskatchewan** - [http://www.aee.gov.sk.ca/student\\_loans/applyforloan/application0607.shtml](http://www.aee.gov.sk.ca/student_loans/applyforloan/application0607.shtml)

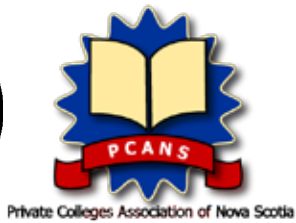
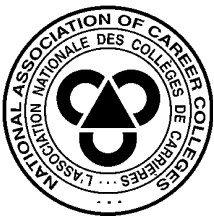
**Nunavut** - <http://www.nac.nu.ca/student/fans.htm>

**Northwest Territories** - <http://www.nwtsfa.gov.nt.ca>

**Quebec** - <http://www.afe.gouv.gc.ca>

**Yukon** - [www.education.gov.yk.ca](http://www.education.gov.yk.ca)





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