

Schedule "A" - Tuition Refund Policy Private Career Colleges Regulation Act

1. Pursuant to Section 11 of the regulations, the operator of a Private Career College may charge a student registration fee for each program in an amount not to exceed 5% of the tuition or \$100.00, whichever is the lesser amount.

2. Pursuant to Section 11 of the regulations, the student registration fee paid by a student or a third party sponsor shall be credited to the tuition fee for the program.

3. Where a student gives a Private Career College notice prior to the commencement date of a program of the student's intention not to commence the program, the operator of the Private Career College shall refund to the student or third party sponsor all fees paid except the student registration fee referred to in Section 1.

4. Where a student gives a Private Career College notice after the commencement of a program, but within the first 20 school days, of the student's intention to cease taking the program, the operator of the Private Career College shall refund to the student or third party sponsor all fees paid except

(a) the student registration fee referred to in Section 1; and
(b) the proportion of the tuition installments paid that the part of the program taken to the date of termination bears to the part of the program that is covered by the paid installments.
Clause 4(b) replaced: O.I.C. 2002-363, N.S. Reg. 106/2002.

5. Where a student gives a Private Career College notice after the first 20 school days have been completed of the student's intention to cease taking the program, the operator of the Private Career College shall refund to the student or third party sponsor all fees paid except

(a) the student registration fee referred to in Section 1; and
(b) the proportion of the tuition installments paid that the part of the program taken to the date of termination bears to the part of the program that is covered by the paid installments; and Clause 5(b) replaced: O.I.C. 2002-363, N.S. Reg. 106/2002.

(c) 10% of the difference between the tuition fee for the whole program and the amount calculated under clause (b).

6. Despite Section 5 where a student completes 2/3 or more of a program in accordance with the terms of a student contract, the operator of the Private Career College is not required to refund any fee or part thereof.

7. Where an operator of a Private Career College provides material to a student for a program and the Private Career College receives a notice under Sections 3, 4 or 5, or the operator dismisses a student, the operator of the Private Career College may charge the student for the material and deduct it from the amount of any refund otherwise payable in an amount not exceeding the cost to the Private Career College of the material, except where the student returns all of the material to the Private Career College unopened or as issued.

8. Where an operator of a Private Career College dismisses a student and the operator satisfies the Minister that the dismissal is for just cause, the operator of the Private Career College may retain a portion of the fees calculated in the following manner:

(a) the student registration fee referred to in Section 1;
(b) the proportion of the tuition installments paid that the part of the program taken to the date of dismissal bears to the part of the program that is covered by the paid installments; and
Clause 8(b) replaced: O.I.C. 2002-363, N.S. Reg. 106/2002.
(c) 10% of the difference between the tuition fee for the whole program and the amount calculated under clause (b).

9. All refunds are to be made 30 days after receiving notice in writing from the student or dismissal.

10. Pursuant to Section 45 of the regulations, notice shall be in writing and by

(a) mail, postage prepaid; or
(b) courier or other means of hand delivery.

Graphic Design and Marketing Learning Schedule

Week	Module	Materials
1-6	Digital Imaging	Adobe Photoshop CIAB
7-12	Digital Illustration	Adobe Illustrator CIAB
13-18	Desktop Publishing	Adobe InDesign CIAB
19-22	Design Theory	Non-Designers Design Book
23-26	Text and Resource Management	Focus on Grammar
27-32	Canadian Marketing	Canadian Marketing
33-39	Advertising Design and Promotional Media	Essentials of Media
40-42	Applied Marketing and Design Project	

Graphic Design and Marketing Payment Schedule

Week	Module	Payment
1	Registration Fee	\$50.00
1	Tuition / Book Payment	\$3950.00
1	TCF	\$69.00
26	Tuition/Books Payment	\$3300.00

Graphic Design and Marketing Module Weight

Course Name	Weight	Hours
Digital Imaging	15	180 hrs
Digital Illustration	15	180 hrs
Desktop Publishing	15	180 hrs
Design Theory	10	120 hrs
Text and Resource Management	10	120 hrs
Canadian Marketing	10	120 hrs
Advertising Design and Promotional Media	10	100 hrs
Applied Marketing and Design Project	15	60 hrs

Student Contract for Graphic Design and Marketing

Under the term of the Private Career College's Regulation Act, each student enrolled in a private college in Nova Scotia must be apprised of the schools program details, terms and conditions of enrollment. This contract must be signed and dated prior to starting the beginning of the program. The college is required to provide to the student prior to signing the contract, 1) an outline of the content of the program; 2) a breakdown of the duration of the program by subject; 3) a program cost breakdown and payment schedule and; 4) a copy of the colleges policies, rules and regulations and a copy of the tuition refund policy as detailed in the General Regulations of the Private Career Colleges Regulation Act. All sections of this contract must be completed and a signed copy must be attached to the students file and the original provided to the student within five days of commencing the program.

Special Instructions

The Graphic Design and Marketing Program is a distance education program and requires that the student have access to the Internet to complete the program. Students must warrant that their internet access meets the minimum technical requirements for the completion of the program. Students are responsible for all cost associated with obtaining and maintaining their Internet connection.

McKenzie College will provide to the student, upon the start of their program and receipt of the first half of the tuition computer software suitable for the completion of the program. Should the student not complete the program or default on their financial obligations to the school the software must be returned, including original packaging, to the school.

School Address:
McKenzie College, Sydney Campus
74 Townsend Street
Sydney, Nova Scotia
B1P 5C8

Does the student have any medical condition, disabilities or allergies that the faculty should be aware?

Program Name:
Graphic Design and Publishing

Office Use Only

Start Date:

End Date:

Total Hours of Instruction: 1060

Registration:	\$50.00
Tuition	\$6850.00
Books/Text	\$400.00
TCF	\$69.00
Equipment	\$00.00
TOTAL	\$7369.00

Student Complete Here

Payment Method:

Private Payment
Student Loan
Third Party

Declaration-Private Career College

I hereby certify that:

1)The student has been, prior to signing this contract, provided with; a) an outline of the content of the program; b) a breakdown of the program by subject; c) a program cost breakdown; d) a copy of the colleges rules, regulations and policies; e) a copy of the Tuition Refund Policy (Schedule A of the general regulations); f) historical enrolment/placement statistics.
2)This contract has been fully explained to the applicant and the applicant has acknowledged full understanding of all the terms, conditions, policies, rules, and regulations associated with the fulfillment of all contractual obligations of both parties.
3)I understand that the minister of education will undertake periodic audits of the Private Career Colleges files to ensure that all student contracts meet the requirements of the Act and Regulations.
4)I understand that this contract is subject to the Private Career Colleges Regulations Act and it's General Regulations.
5)A student having graduated from this program and having paid in full all fees, will receive their certificate/diploma no later than 30 days following the registered end date.
6)Students have been informed about their responsibility to provide Internet connectivity for the duration of this program.

Declaration-Applicant

I hereby certify that:

1)I have been, prior to signing this contract, provided with; a) an outline of the content of the program; b) a breakdown of the program by subject; c) a program cost breakdown; d) a copy of the colleges rules, regulations and policies; e) a copy of the Tuition Refund Policy (Schedule A of the general regulations); f) historical enrolment/placement statistics.
2)I fully understand all the terms, conditions, policies, rules, and regulations associated with the fulfillment of all contractual obligations of both parties as are described in this contract or attached as annexes to this contract.
3)I understand that by signing this contract I have not been guaranteed employment upon completion of the programs requirements.
4) I understand that this contract is subject to the Private Career Colleges Regulations Act and its General Regulations.
5) I understand that financial assistance in the form of a loan may be available and it is my responsibility to repay this loan as determined by the lender.
6) I have been informed about my responsibility to provide Internet connectivity for the duration of this program.

Student Complete Here

Applicant Name:

Signature:

Date:

Office Use Only

College Official:

Signature:

Date:

Mission Statement

McKenzie College is a private sector, post secondary institution committed to serving the needs of students and the community through the provision of high quality, learning experiences and the promotion of economic development and employment opportunities for our students.

General Information

Students are responsible for knowing and adhering to the policies and procedures described herein. McKenzie College rules and regulations have been devised with the best interest of the student and the School in mind. McKenzie College reserves the right to change any requirement contained in the document without notice.

Failure to read the student handbook, negligence, personal factors, or contradictory information from any sources are not acceptable grounds for seeking exemption from these policies and procedures.

Change of Address and Personal Information

Students are responsible for notifying the College of any changes to their biographical information (for example, changes of address or name changes).

Tuition

Tuition is usually paid in one of three ways:

Student Loan. Programs at McKenzie College are eligible for Canada Student Loan. Canada student loan is usually paid in two installments at the beginning and middle of the program. Students must keep their tuition account current to qualify for Program and site access privileges. Students in arrears shall have their access privileges suspended temporarily until their account is up to date. Students must promptly apply and submit information to their Student Loan and services department in order to assure that there are no processing delays.

HRDC. Some students may qualify for HRDC assistance. Qualification usually depends on the individual's employment and financial situation. HRDC funds are usually dispersed in two amounts at the start and middle of a program.

Private Payment. Students have the option of making private payment arrangements for their program tuition. Payment terms may be individually negotiated with the college registrar. In this case we require that post-dated cheques be supplied to cover the duration of the program and payment term.

Tuition Reimbursement

In accordance with Department of Education guidelines, students who withdraw or are dismissed may be eligible for a reimbursement of pre-paid tuition funds. After 20 days of enrolment student tuition costs are pro-rated at the beginning of each month for each month. No refund of tuition is allowed after two-thirds of program have been completed.

Textbooks

Purchase of course textbooks is mandatory. Students will be provided a book list and must acquire the required books.

Course Load

All courses at McKenzie College are predetermined. There are no elective courses.

Student Work

All work submitted to McKenzie College as a requirement of a course project, portfolio or assignment may be used by the school for promotional use.

Grading Policy

Academic work is evaluated and graded by the program instructor. Each instructor will grade each assignment in the merits of the technical and creative elements of the assignment. Instructor evaluations are based on the professional industry expectations of the technology and creative industry. Instructors are, from time to time, expected to make a subjective evaluation of the work presented to them. Their marks are based on the execution of the technical elements of the assignments and the creativity displayed in the completion of the project. Please make use of the opinions to improve the quality of your work. Do not take professional evaluation personally. All critique is offered in the interest of improving the work of the student and developing higher levels of professional work.

Storm Days

In the event of a storm day and inclement weather, cancellation of McKenzie College classes will coincide with the cancellation of public schools in the Sydney, NS area. If no announcement has been heard students should assume that classes have not been cancelled.

Testing and Assignments

Testing modules (for both online and in class) accompany each section of the program in which you are enrolled. Online tests are password secured and have a set time frame in which you are allowed to take the test.

Distance Ed assignments are available online and are required to be submitted online. Students are required to fulfill all parts of the assignment and submitted in the proper format in order to be evaluated.

Grades

Students are required to achieve an overall average of 70% in their program with no mark below 50% in order to qualify for graduation. Marks are determined by your course instructor. Late assignments are subject to a penalty. Assignments may be accepted after the assigned due date only at the discretion of the instructor.

Students have the right to inspect and review their educational records. To do so, they should submit written requests to Academic Services that identify the records they wish to inspect. Students may arrange for access to their educational records and be provided them within 45 days of the receipt of requests. Students have the right to request amendments to their educational records to ensure the records are not inaccurate, misleading, or otherwise in violation of their privacy or other rights.

Attendance, Conduct, and Academic Honesty

Students who enroll in courses are expected to proceed with their program in accordance with the provided study

schedule, attend all classes (in class or online), complete all other coursework and take all tests and final examinations.

A student who is inadequately prepared, fails to attend classes, neglects coursework, or disrupts the course's progress with inappropriate behavior may be required to withdraw from the course.

College students are expected to conduct themselves properly and with due consideration for others at all times. They are expected to be familiar with and abide by the rules and policies in the student handbook, including rules regarding academic honesty both in class and for the use of the McKenzie College online student learning system. Students who do not comply with those rules and policies are subject to disciplinary action, which may include required withdrawal from their course.

All work submitted to meet course requirements is expected to be the student's own work. A student suspected of academic dishonesty in any form is subject to review and disciplinary action.

Plagiarism

Plagiarism is a form of academic dishonesty and will not be tolerated. All forms of academic dishonesty, including misrepresentation of essay and project work will be considered a serious offence. An automatic failing grade will accompany any instance of dishonesty and may result in suspension or termination from the program.

Cheating

Cheating is the use, possession or receipt of unauthorized information during a test or examination. An automatic failing grade will accompany any instance of cheating and may result in suspension or termination from the program

Withdrawal

When a student withdraws from McKenzie College they must provide written notification to the school. This letter should state the date of withdrawal and any relevant reason.

We reserve the right to withdraw any student under appropriate academic procedures.

We reserve the right to put any student under academic probation based on their academic standing or attendance record.

Graduation

Graduation proceedings for McKenzie College are held at the end of the academic course. In order to qualify for graduation students must:

- Successfully complete all required courses in their program of study
- Attain an overall average equal to or greater than the posted minimum for the course in which they are enrolled
- Complete and submit all assignments, projects and tests required by the instructor
- Fulfill all financial obligations to the college.

Marginal Failure

A final mark within 5% of the passing grade is considered a marginal failure. Students with a marginal failure may at their instructors discretion complete an additional project in order to earn a minimum passing grade in that subject.

Nondiscrimination Policy

In accordance with McKenzie College policy, with McKenzie College does not discriminate against any person on the basis of race, color, sex, sexual orientation, religion, age, national or ethnic origin, political beliefs, veteran status, or disability unrelated to job or course of study requirements in admission to, access to, treatment in, or employment in its programs and activities. Sexual harassment is discriminatory and unlawful. McKenzie College is committed to providing an environment free of sexual harassment.

Prohibited Substances

McKenzie College prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on School property or as part of any school-sponsored activity.

Complaint Resolution Policy

The following steps are proper procedures to be followed by persons with questions or complaints or issues they feel should be addressed:

1. Complaints or other academic issues that individual students feel should be addressed should first be address to the teacher or instructor.
2. Unsettled matters, problems and questions concerning the program should be directed to the director of the program in which the student is enrolled.
3. Unsettled matters or problems and questions concerning the school or program that the student feels have not been addressed satisfactorily should be directed to the President of the school.

On the rare occasion we have any outstanding issue to address please contact the College as soon as possible. We like to assure that our students have a positive experience and are eager to address issues and questions that students may have.

Distance Education Students

Students are responsible for ensuring that they have the necessary computer hardware and software, internet access, and streaming video software available to them such that they are able to view the course materials. Students must also ensure that they have any course-specific software needed to complete course assignments. McKenzie College does not provide internet access to students, nor does it provide computer hardware or software required to connect to the Internet.

Learning resources for distance education courses are available only to registered students; lectures are password protected. Information about computer accounts, logins, and passwords is provided to the students upon enrolling in a program. Passwords are distributed to students on a module-by-module basis to ensure that students are following the curriculum in a timely manner.

Student Complete Here

Applicant Name:

Signature:

Date: