

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.

Journalism and Professional Writing Learning Schedule

Week	Module	Materials
1-6	English Grammar	Little Brown Compact Handbook
7-8	Introduction to MS Word	Microsoft Office Step by Step
9-10	Introduction to Powerpoint	Microsoft Office Step by Step
11	Design and Layout Basics	Non Designers Design Book
12-14	Introduction to InDesign	Adobe InDesign CIAB Non-Designers Design Book
15-19	Information Gathering	Introduction to Journalism
20-29	Feature Writing	Introduction to Journalism The Canadian Press Style Book
30-34	Copywriting	Introduction to Journalism The Copywriters Handbook
35-37	Public Relations	Introduction to Journalism The Publicity Handbook
38-40	Media Law	Introduction to Journalism The Canadian Press Style Book
41-42	Career Planning	Introduction to Journalism

Journalism and Professional Writing Payment Schedule

Week	Module	Payment
1	Registration Fee	\$50.00
1	Tuition / Book Payment	\$3600
1	TCF	\$69.00
26	Tuition/Books Payment	\$3600

Journalism and Professional Writing Module Weight

Course Name	Weight	Hours
English Grammar	10	120 hrs
Introduction to MS Word	5	30 hrs
Introduction to PowerPoint	5	30 hrs
Design and Layout Basics	5	30 hrs
Introduction to InDesign	10	120 hrs
Information Gathering	10	120 hrs
Feature Writing	20	220 hrs
Copywriting	10	90 hrs
Public Relations	10	90 hrs
Media Law	5	30 hrs
Career Planning	10	60 hrs
Total Hours of Instruction		940 hrs

Student Contract for Journalism and Professional Writing

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 Journalism and Professional Writing 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 costs 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 a laptop computer, Microsoft Office and a digital voice recorder suitable for the completion of the program. This equipment will remain the property of the College. The student agrees

to sign and comply with the terms of use as outlined in the Equipment Loan Agreement. Should the student not complete the program or default on their financial obligations to the school the equipment must be returned in its original working condition, including original packaging, to the school. Upon successful completion of the program, the student may exercise an option to purchase the equipment at the end of the program as outlined in the Equipment Loan Agreement.

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

Program Name:
Journalism and Professional Writing

Office Use Only
Start Date:

End Date:

Registration:	\$50.00
Tuition	\$6850.00
Books/Text	\$350.00
TCF	\$69.00
Equipment	\$00.00
TOTAL	\$7319.00

Please note: Tuition Completion Fund (TCF) applies to residents of Nova Scotia only.

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.

College Official:

Signature:

Date:

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.

Applicant Name:

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 this 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 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. The Canada Student Loan is usually paid in two installments (the beginning and middle of the program). Students must keep their tuition account current to qualify for and maintain 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 local Student Assistance Office in order to ensure there are no processing delays to their student loan application.

HRDC - Some students may qualify for HRDC assistance. Qualification depends on the individual's employment and financial situation. HRDC funds are usually dispersed in two installments (the beginning and middle of the program). NOTE: HRDC does not pay 100 percent of the tuition. Students are expected to pay a percentage of the tuition themselves.

Private Payment - Students have the option of making private payment arrangements for their program tuition. These may include, a personal bank loan, a student line of credit, payments via credit card, or personal cheques. Payment schedules and terms are negotiated on an individual basis with the College registrar. In this case we require that post-dated cheques be supplied to cover the duration of the program and payment schedule.

Tuition Reimbursement

In accordance with Department of Education guidelines, students who withdraw or are dismissed may be eligible for reimbursement of pre-paid tuition funds. After 21 days of enrolment, student tuition costs are pro-rated at the beginning of each month. Reimbursements are conditional upon the return of all associated equipment and books for the program in the original boxes and at the student's expense. No tuition refund is granted after two thirds of a program has been completed.

Textbooks

Purchase of course textbooks is mandatory. Upon payment in part or in whole of their tuition, students are provided with all of the required textbooks.

Course Load

All courses at McKenzie College are pre-determined. 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 on the merits and execution of the technical, creative and required elements of the completed project. Instructor evaluations are based on the professional industry expectations of the technology and creative industry. From time to time, instructors are expected to make a subjective evaluation of the presented work. Students are encouraged to make use of the opinions to improve the quality of their work. All critiques are offered in the interest of improving the work of the student and developing higher levels of professional skills.

Storm Days

In the event of a storm day and/or inclement weather, cancellation of McKenzie College classes will coincide with the cancellation of public schools in Sydney, Nova Scotia area. If no announcement has been made, 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 a student is enrolled. Online tests are password secured and have a set time frame in which to take and complete the test.

Distance Education assignments are also online and must be submitted online. Students are required to complete all parts of the assignment and submit the completed assignment in the proper format in order to be evaluated.

Grades

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

Students have the right to inspect and review their educational records. To do so, a written request must be submitted to the registrar identifying the requested records. Students may arrange for access to their educational records and be provided them within 45 days of the receipt of their request. Students have the right to request amendments to their educational records to ensure they are accurate, not misleading or otherwise in violation of their privacy or other rights.

Attendance, Conduct, and Academic Honesty

Students who enroll in courses at McKenzie College 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 behaviour may be required to withdraw from the course.

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 mandatory 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

A student must provide written notification to McKenzie College stating the date of and reason for the withdrawal. Ceasing to attend classes (in class or online), and ceasing to complete assignments or projects will not be acceptable methods of withdrawal.

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

We reserve the right to place any student on 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 McKenzie College.

Diplomas will not be granted to students who fail to meet all of the above qualifications.

Marginal Failure

A final mark within 5 percent of the passing grade is considered a marginal failure. Students with a marginal failure

may, at their instructor's discretion, complete an additional project in order to earn a minimum passing grade in that subject.

Non-discrimination Policy

In accordance with McKenzie College policy, 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, complaints or issues they feel should be addressed:

1. Complaints or other academic issues that individual students feel need to be addressed should first be brought to the attention of the instructor or teacher.
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, 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 there is an outstanding issue to address, please contact the College as soon as possible. McKenzie College would like to ensure that students have a positive experience and so the college is eager to address any 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 (high speed is recommended), and Quick Time or Media Player software available so as to view the online 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 and assignments are password protected. Information about computer accounts, log-ins, 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.

Applicant Name:

Signature:

Date: