



TABLED DOCUMENT 45-18(2) TABLED ON MAY 31, 2016

APR 20 2016

MR. SHANE THOMPSON
MLA, NAHENDEH

Oral Question 74-18(2)
Accommodating Students with Disabilities at Aurora College

This letter is in follow-up to the Oral Question you raised on February 29, 2016 regarding the accommodations for students with disabilities at Aurora College.

Aurora College has three policies that pertain to students with disabilities, which are attached for your reference:

- *D.14 Support for Students with Disabilities.* This policy speaks to an inclusive approach, academic accommodations, and the responsibilities of both Aurora College and the students with disabilities.
- *H.07 Barrier-Free Facilities.* This policy speaks to accommodating students with physical disabilities that present challenges.
- *C.12 Program Application, Admission and Continuation.* This policy speaks to the fair and equitable consideration of all students.

All three campuses and 23 Community Learning Centres are aware of and required to follow the policies regarding students with disabilities. How the policies are implemented is dependent upon specific circumstances.

A student must self-identify with formal documentation to trigger the accommodation process. An individual plan, tailored to the student's needs, is then developed in consultation with the student and their instructors. Examples include tutoring, one-on-one support, writing and study skills workshops, and time management.

.../2

Aurora College policies that pertain to students with disabilities are similar to those in place at other colleges and universities in Canada. At Aurora College, Student Services staff members and Community Adult Educators are responsible to assist students as part of their regular duties. However, all Aurora College staff members endeavour to accommodate students with disabilities.

Aurora College reviews their policies on a regular basis. The policy research includes how similar circumstances are handled at other Canadian postsecondary institutions so that best practices can be adopted.

At any time, if a student feels that the disability policies have not been followed, they can address their concerns with Aurora College Student Services' staff or their Adult Educator.

Thank you.

ORIGINAL SIGNED BY
Alfred Moses

Alfred Moses
Minister, Education, Culture
and Employment

Attachments

c. Mr. Tim Mercer
Clerk of the Legislative Assembly

Mr. David Hastings
Legislative Coordinator
Executive

Mr. David Stewart
Deputy Minister
Education, Culture and Employment

AURORA COLLEGE

POLICY

Aurora College recognizes its obligations to ensure that its programs and services are available to students with disabilities. College faculty/staff share a responsibility to accommodate students with disabilities.

PRINCIPLES

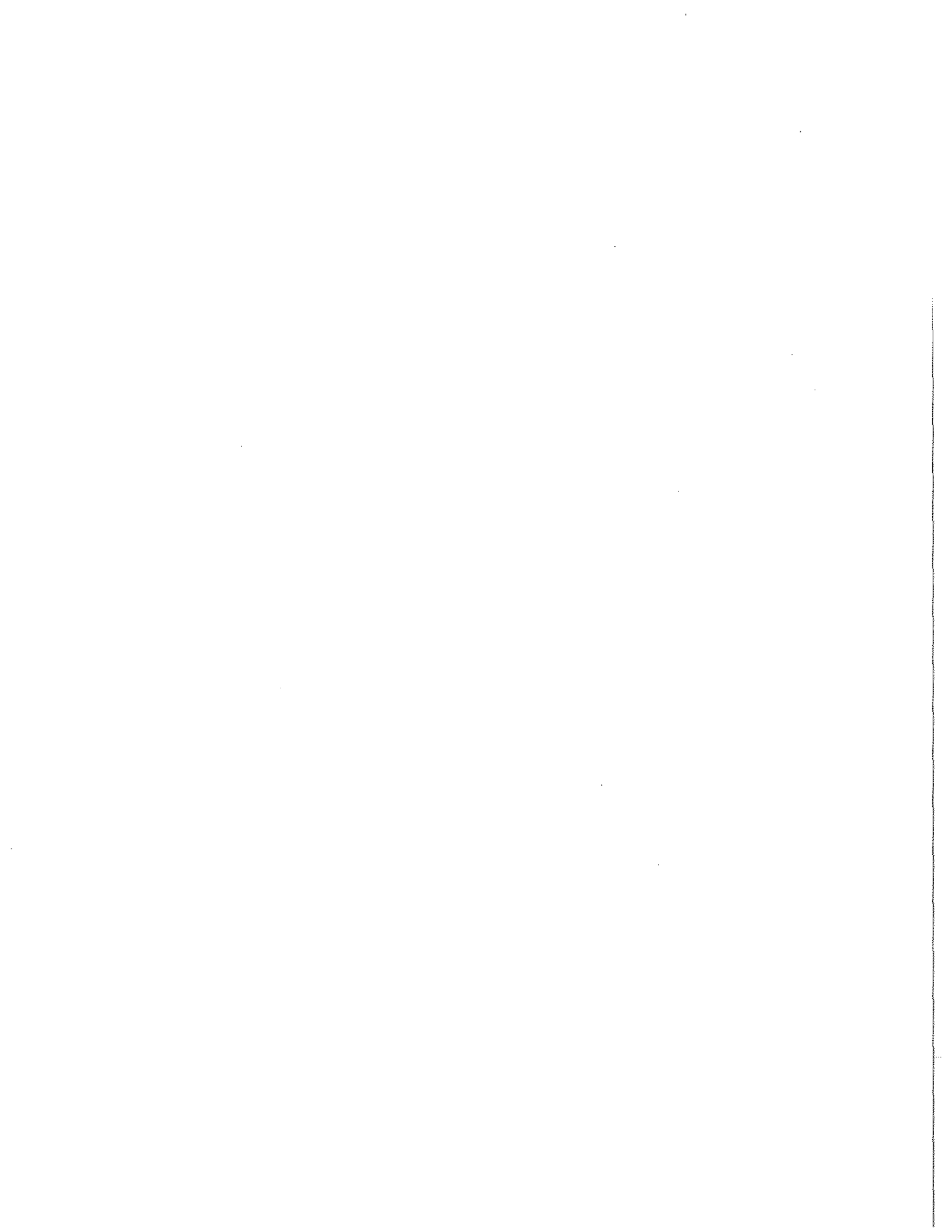
1. The College has an inclusive approach to the provision of its programs and services to students. Students with disabilities will be provided reasonable accommodation to participate fully in College programs and services.
2. Applicants/students and College faculty/staff share the responsibility of understanding and addressing characteristics of disabilities that affect a student's learning and/or living at the College.
3. Academic accommodations will maintain academic standards established for any course or program.
4. Applicants/students are responsible for notifying the College of their disability.

DEFINITIONS

Academic Accommodation: Accommodations are planned arrangements that enable students with disabilities to participate effectively in a course of study. They are individualized to meet the student's needs in accordance with the nature of the student's abilities. They may include, but are not limited to, the provision of note-takers, readers, test aides, scribes, sign or oral language interpreters, transcribed learning resources and specialized equipment or software.

Reasonable Accommodation: Accommodations that do not impose undue hardship on the College or other learners in the form of significant additional financial requirements or changes to the fundamental nature of the learning outcomes or academic standards established for the course or program.

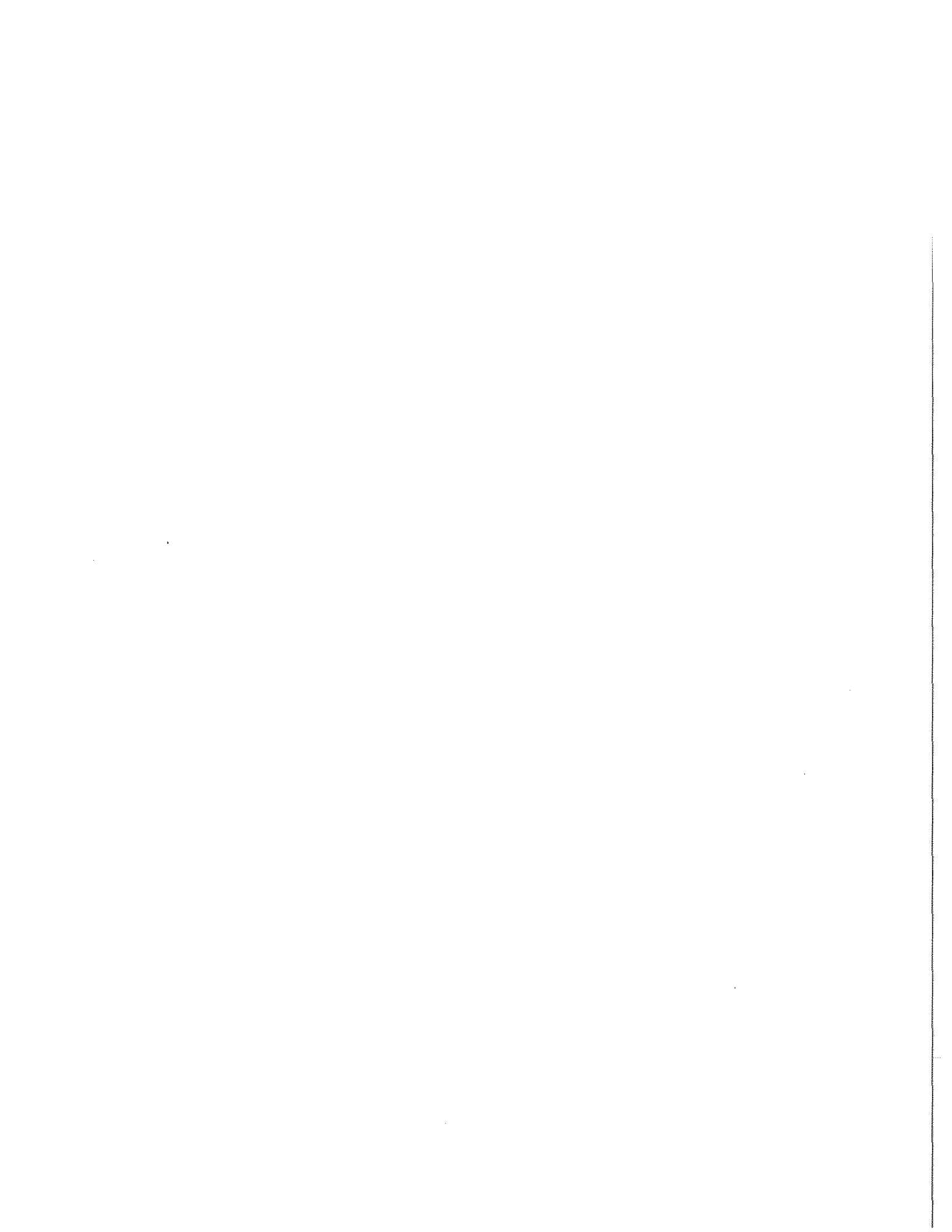
Disability: Any physical or mental condition that prevents a student from performing the specific course assignments of a specific program without the provision of appropriate accommodations.



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PROCEDURES

1. The Calendar and program outlines will clearly list requirements to successfully complete the program.
2. An applicant/student who believes that he/she requires academic accommodations or other supports to participate in a College course or program, as a result of a documented disability, will request academic accommodations or other supports and disclose his/her disability:
 - a) At the time of application to the College (ideally); or
 - b) Following admission to the College, regardless of when the disability was diagnosed.
3. An applicant/student who is requesting academic accommodations or other supports will notify his/her Program Manager in writing and will:
 - a) Provide documentation of his/her disability;
 - b) Identify, to the extent possible, his/her requirements for academic accommodation and/or other supports; and
 - c) Confirm his/her ability to undertake program activities following implementation of necessary accommodations.
4. An applicant/student may identify an advocate from within the College faculty/staff, or someone external to the College, to assist him/her with his/her application and with his/her interactions with the College.
5. Upon receipt of a request for academic accommodations or other supports from an individual with disabilities, the Program Manager for the individual's program and the Director of Student Services (or designate) will review the request and associated documentation.
6. The Program Manager, the appropriate Chair and instructors, the Director of Student Services (or designate), the applicant/student and his/her advocate will meet to discuss and confirm reasonable accommodations, requirements for assistive technologies and any other supports that will be required. These discussions will also consider whether the proposed accommodations place an undue hardship on the College. Further, they will discuss and confirm any necessary planning or advance arrangements that are required.
7. The applicant/student, with assistance from his/her advocate or Student Services, should apply for the NWT Student Financial Assistance *Study Grant for Persons with Permanent Disabilities*, if applicable.



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8. If the required reasonable accommodations place an undue financial hardship on the College, the College will seek financial support from outside the institution to offset the anticipated incremental costs.
9. Arrangements for accommodations will be implemented in a timely manner.
10. The College will provide training for its staff and students, should it be required, to ensure the effective implementation of identified academic accommodations.
11. In some circumstances, the nature and degree of a disability may mean that no reasonable accommodation would enable an individual to perform the specific course assignments of a specific program or that the provision of the proposed accommodation would place an undue hardship on the College. In these circumstances, the College may refuse admission or accommodation.
12. Information about a student's disability is personal information and, therefore, confidential. It forms part of the student's record. Disclosure of this information must be in accordance with the *Access to Information and Protection of Privacy Act* and Aurora College policy C.16 *Access to Student Records*.
13. The Chair (or designate) responsible for the program in which the student is enrolled, the Director of Student Services (or designate), the student and the student's advocate (if any) will meet not less than once per academic term, to review the value and appropriateness of the academic accommodations and other support services.
14. Should adjustments to academic accommodations or other support services be required, the College staff will work diligently to make the necessary arrangements in a timely manner.
15. Where required elements of a program or course may be prohibitive to students with disabilities, the College will make attempts, wherever possible, to identify equivalent activities that provide students an opportunity to fulfill the academic requirements of the program or course.

NOTE:

During the application process, and program delivery of services for disabled persons, College staff may wish to consult experts within other government departments or non-government organizations for advice and guidance.



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FACT SHEET

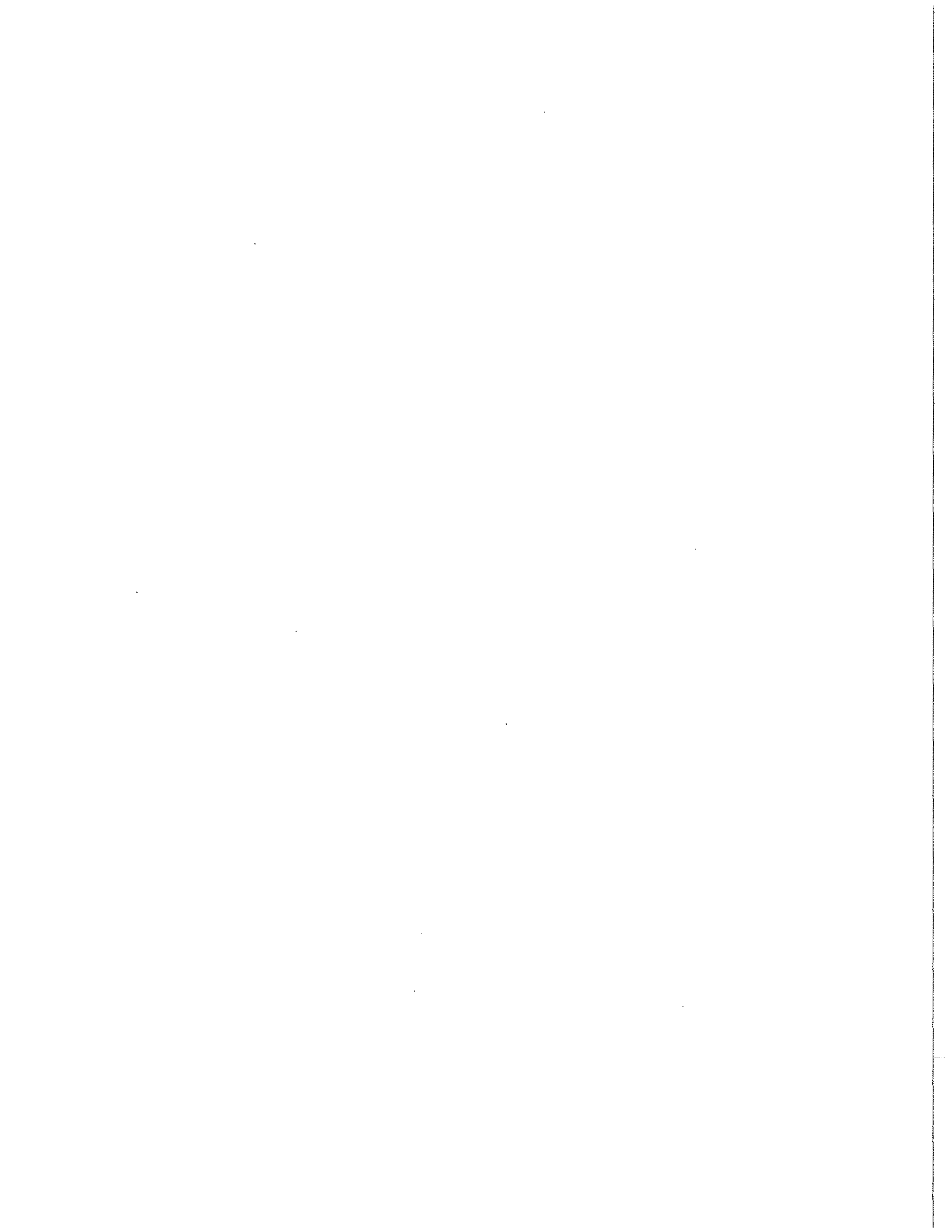
DATES:

1994-06	New policy issued – <i>Students with Disabilities</i> .
1997-02	Policy revised. Policy and Program Committee Motion PPC#19-1997. Board of Governors Motion BG#05-1997. Implemented April 25, 1997.
2011-04-07	New format approved and implemented.
2013-01-29	Policy revised and renamed. Policy and Program Committee Motion PPC#2-2013. Board of Governors Motion BG#05-2013. Implemented February 1, 2013.

RELATED POLICIES

- C.12 Program Application, Admission and Continuation
- C.16 Access to Student Records
- E.06 Barrier Free Facilities

RELATED AURORA COLLEGE BYLAWS



ATTACHMENT

H.07 Barrier-Free Facilities
Facilities and College Resources
February 1, 2012

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POLICY

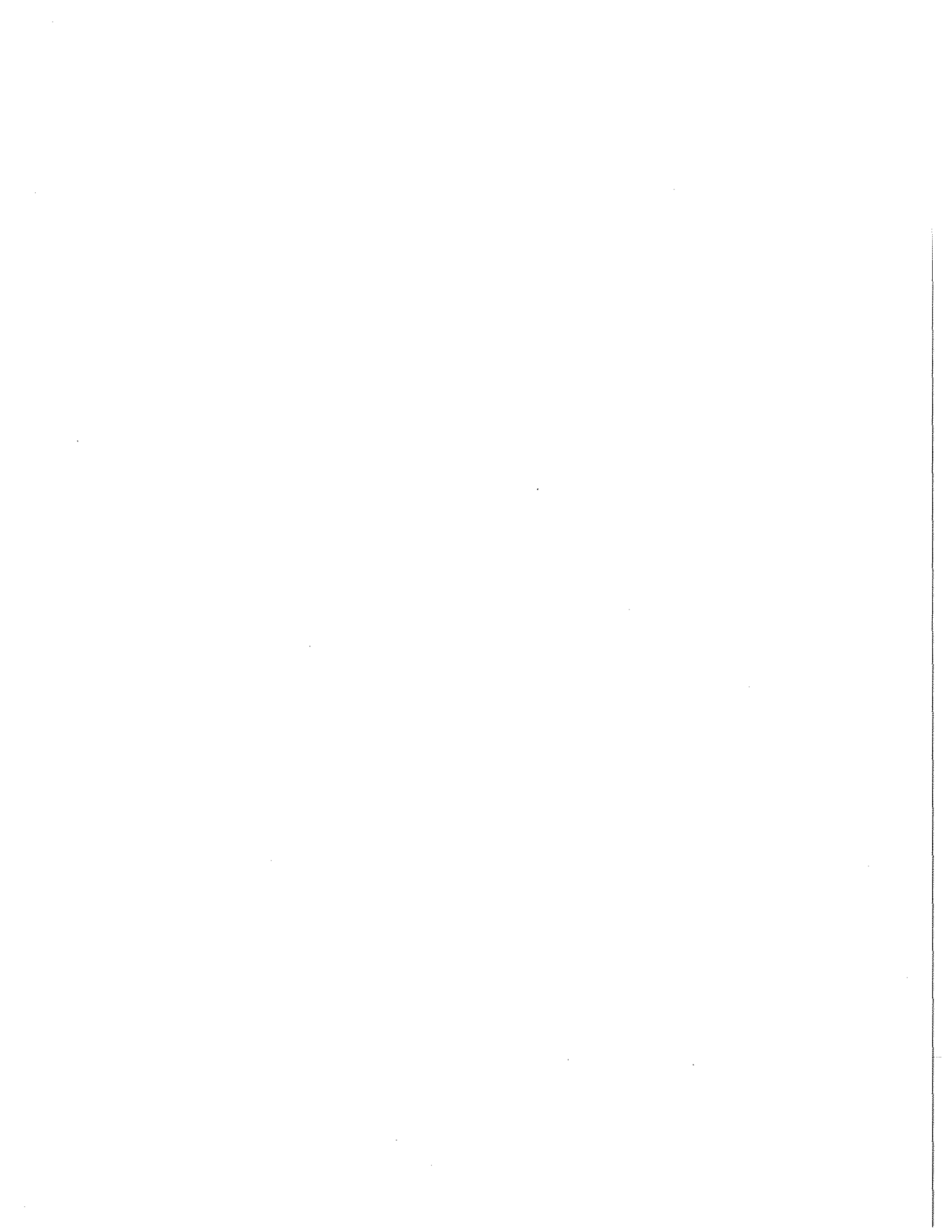
Reasonable actions will be taken to accommodate individuals who are physically challenged.

PRINCIPLES

1. Access to instructional facilities and college accommodation is important to effective student learning.
2. Facilities, including classrooms, laboratories, residences and other areas of campuses and learning centres will be designed and operated in a manner that is free of physical barriers.

PROCEDURES

1. Staff members or students may make written or verbal recommendations regarding the elimination of physical barriers that prevent full participation by those individuals who are physically challenged. Recommendations are to be made to the Campus Manager/Director or the Director of Student Services (or designate).
2. The Campus Manager/Director or the Director of Student Services receiving a recommendation shall review the recommendations and seek advice from others regarding the recommendations.
3. The Campus Manager/Director or the Director of Student Services shall forward the recommendation with their analysis and suggestions to the President.
4. Should a recommendation receive the approval of the President, the College shall seek any financial support necessary to renovate or adapt the affected facility or facilities.
5. If no financial support is required to implement an approved recommendation, action shall be initiated within 60 calendar days.



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FACT SHEET

DATES:

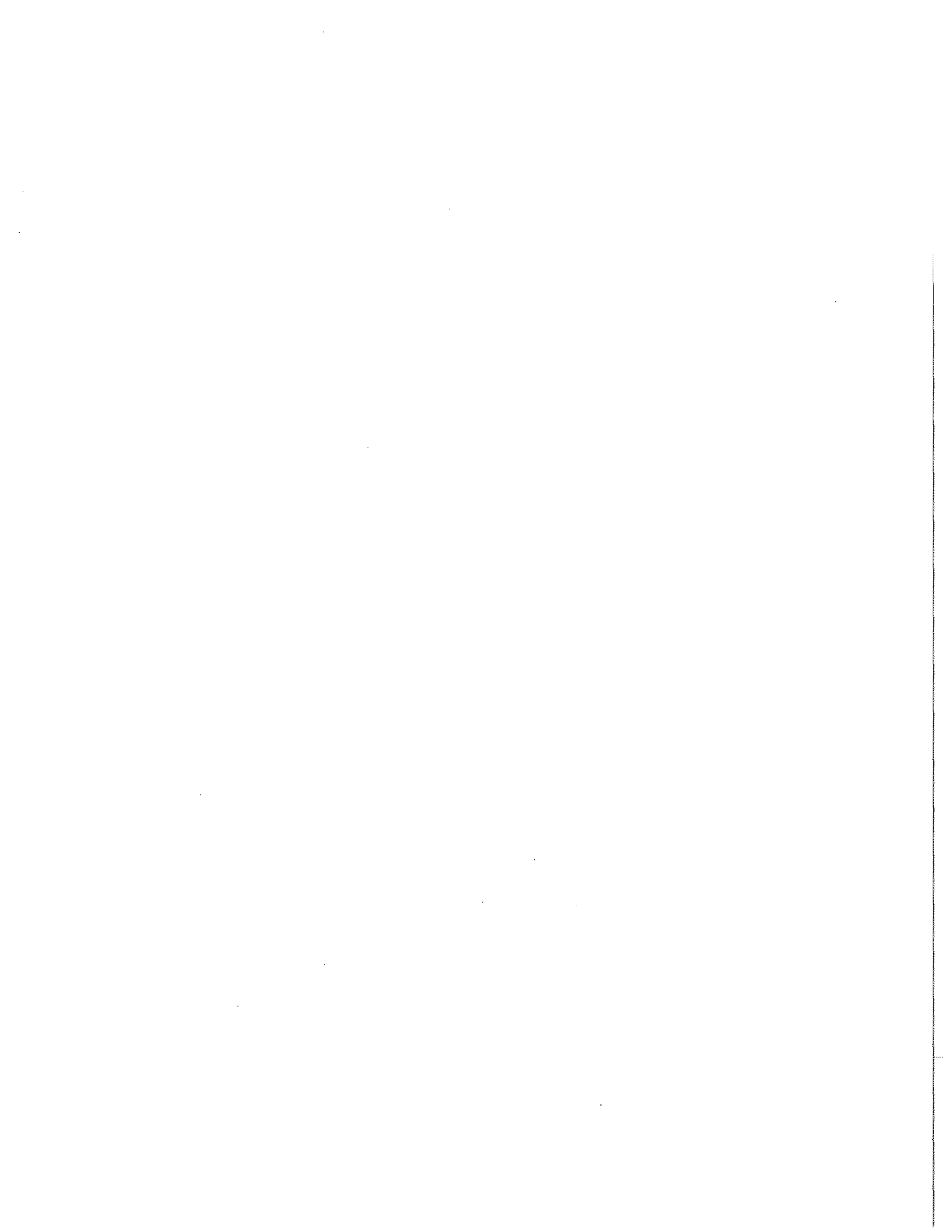
1994-06	New policy issued. E.06 <i>Physically Challenged</i> .
1997-03	Policy revised. Policy and Planning Committee Motion#PPC03-1997. Board of Governors Motion#BG19-1997. Implemented April 25, 1997.
2011-04-07	New format approved and implemented. Board of Governors Motion#BG14-2011.
2012-01-31	Policy revised. Renumbered and renamed as H.07 <i>Barrier-Free Facilities</i> . Board of Governors Motion#BG10-2012. Implemented February 1, 2012.

RELATED POLICIES

None

RELATED AURORA COLLEGE BYLAWS

None



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POLICY

Aurora College will provide admission to programs through fair and equitable consideration of all applicants.

PRINCIPLES

1. Admission requirements and selection criteria support the standards and quality of Aurora College programs.
2. Standard admission requirements and selection criteria support equitable access among all applicants to Aurora College programs.
3. Applicants to Aurora College have the right to know the admission requirements and selection criteria of the program of their choice.
4. Aurora College recognizes that applicants have diverse learning backgrounds.
5. Aurora College fully supports the recognition of demonstrated prior learning resulting from work, academic, and life experiences, and applicants with such experiences are encouraged to apply for recognition of their prior learning (see Policy C.03 Prior Learning Assessment).
6. Tests of General Educational Development (GED) are not considered equivalent to academic requirements for the purposes of admission to Aurora College Certificate, Diploma and Degree programs.

PROCEDURES

PROGRAM APPLICATIONS Prospective Students

1. Prospective Aurora College students must complete the Aurora College Application for Admission (see Appendix A), and attach the following:
 - a. Application fee if applying to a certificate, diploma, degree, access, or trades (except apprenticeship) program;
 - b. Letter of Interest

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- c. Transcript(s)¹ or placement assessment results;
 - d. Proof of sponsorship;
 - e. If applicable, documentation that is required for admission to a particular program (e.g. letters of reference, Record of Immunization (Appendix B), health check, Criminal Record Check²).
 - f. If applicable, a written statement explaining prior learning that should be considered as part of the application.
2. Completed applications must be submitted to the Campus Registrar at the campus to which the applicant is applying.
 3. When an application arrives at the respective Aurora College campus, it will be stamped with the date of receipt.
 4. The Campus Registrar³ (or designate) will send an Application Acknowledgement Package to applicants within five working days of receipt of an application. The package will include a letter telling the applicant that his/her application was received and listing any documents that need to be submitted and any accounts that must be paid in order for the application to be processed (see Appendix C).

Note: There is a selection committee for each program. This committee reviews the applications and decides who will be admitted to the program.

Returning Students

1. Full-time students who plan to return in the fall to continue in the same diploma or degree program must complete and submit a Program Continuation Form during the last month of program delivery in the spring (see Appendix D). These students may continue in their program, subject to the provisions of policies C.05 Program Dismissal, C.28 Student Academic Evaluation - Course and/or Program, C.30 Student Withdrawal, and D.17 Student Conduct – Student Rights and Responsibilities.
2. Students who have outstanding accounts with the College will not be permitted to continue in a program until their accounts have been paid in full.

¹ Prospective students must arrange for official transcripts of previous education to be sent to the Aurora College campus to which they are applying.

² Anyone convicted of an offence for which they have not been pardoned may be ineligible for field placements and thus may not be able to fulfill the completion and graduation requirements of some programs.

³ At Yellowknife Campus, the Manager, Student Services performs the duties of the Campus Registrar.

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PROGRAM ADMISSION

1. All applications will be given equal consideration for admission to the College. If the number of qualified applicants exceeds the number of seats, admission will be based on the date the application was received.

Note: Some programs may target or give priority to a specific group of people. If this is the case, applications from members of the priority group will be considered before all others.

2. Applicants must be in good financial standing with the College.
3. Applicants must be seventeen (17) years of age or older (or have parental, legal guardian and/or Campus Director's consent).
4. Admission to programs will be based on:
 - a. Presentation of appropriate admission requirements; and
 - b. Availability of spaces in the programs.
5. Program admission requirements, including special admission requirements, will be identified in the Aurora College academic calendar, as well as in each program outline.
 - a. Aurora College shall establish the academic requirements for admission of students to its programs.
 - b. Admission requirements are normally established to meet the minimum pre-requisite requirements of the program curriculum.
 - c. Programs may propose changes to program admission requirements, following the procedures identified in Policy C.43 Program and Course Changes.
 - d. Changes in program admission requirements will normally be published one year prior to implementation.

Note: In some cases this may not be possible (e.g. programs that are under review or programs that Aurora College offers but belong to another institution).

6. Applicants must meet both the academic and non-academic requirements for the program, which may include the completion of a criminal record check, current immunizations or a health check as stated in the program outline. Applicants who do not meet the academic requirements may be eligible for admission with mature

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student status after completing the Aurora College Placement Package; they must meet the non-academic requirements. In some cases, applicants admitted with mature student status may be required to meet the academic requirements before they can graduate from the program.

7. An applicant who does not possess the necessary supporting academic documents for a specific program will be required to complete the Aurora College Placement Package to establish whether the applicant meets the academic level required for admission.
8. Programs may consider admission based upon the successful completion of an admission test or Prior Learning Assessment, in lieu of regular admission requirements.
9. Applicants who meet all other selection criteria for a specific program may be granted conditional admission based on their mid-term marks for courses or programs which the applicants are currently taking and which meet the admission requirements.
10. An agency or organization may recommend candidates for a third party contract credit program. These applicants are then subject to Aurora College general admission criteria as well as specific program admission criteria.
11. Students may take courses part-time without enrolling in a program; however, a student who plans to be eligible for program certification must complete an Application for Admission prior to completing 40 percent of the course work.
12. All applicants will be notified of their admission status.
13. Aurora College reserves the right to refuse admission to any person who does not meet the program admission requirements.
14. Applicants who are not admitted into the program of their choice will be told the reason why. They may be offered guidance in choosing a suitable program.
15. Applicants who are accepted and do not attend, students who completely withdraw from a program, or students who leave the College for one term or more, must reapply for admission. Current admission criteria will normally apply. Students who have been dismissed from a program must sit out one complete academic year (July 1 – June 30) before enrolling in any Aurora College program (Policy C.05 Program Dismissal).

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ADMISSION / SELECTION PROCEDURES

1. A Program Selection Committee consisting of the Campus Registrar (or designate) and the program staff will be established for each program. The committee will screen and select candidates for the program. Applications from qualified applicants will be considered in order of date of receipt.
2. A priority wait list of qualified applicants will be established by the Program Selection Committee. Selection of qualified applicants from the priority wait list will be in order of the date the application is received, unless a specific group has been given priority (see Program Admission #1).
3. An application received after the closing date will be screened according to the selection criteria and the qualified late applicant will be placed on a late applicant wait list. Qualified late applicants will be considered, in order of the date the applications were received, and after all applicants on the priority wait list have been considered, unless a specific group has been given priority (see Program Admission #1). Qualified late applicants from the specific group will be considered before priority wait listed applicants who are not from the specific group.
4. The Campus Registrar (or designate) will send successful applicants an acceptance package containing a Confirmation of Acceptance Form (Appendix F), a letter of acceptance, and information about the date, time, and place of registration and the required fees. (see C.44 Registration and J.02 Fees and Appendix E)
5. The Campus Registrar (or designate) will send an acceptance package containing a Confirmation of Acceptance Form (Appendix F), a letter of acceptance clearly identifying conditions of admission to individuals who are accepted on a conditional basis (Appendix E), and information about the date, time, and place of registration and the required fees (see C.44 Registration and J.02 Fees).
6. The Campus Registrar (or designate) will send a letter to applicants who were not accepted into the program (Appendix G) stating the reason(s) the applicant was not accepted and whether the applicant has been added to the wait list. The Campus Registrar (or designate) may provide information about other available programs.

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7. Applicants must confirm their acceptance by completing and submitting one copy of the Confirmation of Acceptance Form. The confirmation must be received by the Campus Registrar (or designate) no later than the deadline stated on the Confirmation of Acceptance Form.

8. The Campus Registrar (or designate) will send a letter acknowledging receipt of the applicant's Confirmation of Acceptance Form (Appendix H).

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FACT SHEET

DATES:

1989-02	New policy issued.
1998-06	Policy revised.
2010-10	Policy revised. Board of Governors Motion #BG53-2010. Implemented November 1, 2010.
2011-04-07	New format approved and implemented. Board of Governors Motion #BG14-2011.

RELATED POLICIES

C.03 Prior Learning Assessment
C.05 Program Dismissal
C.28 Student Academic Evaluation – Course and/or Program
C.30 Student Withdrawal
C.43 Programs and Course Changes
C.44 Registration
D.17 Student Conduct – Student Rights and Responsibilities
J.02 Fees

RELATED AURORA COLLEGE BYLAWS

Bylaw #2 Academic Standards

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Appendix A

Aurora College Application for Admission



AURORA COLLEGE

APPLICATION FOR ADMISSION

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Aurora College accepts applications at any time of the year, but we recommend applying at the following times:

For programs starting in the fall (August to November), apply in February

For programs starting in the winter (January to March), apply in September

For programs starting in the spring (April or May), apply in January.

Please read the following instructions carefully before you fill out this form.

1. Print clearly and fill out the applications form completely.
2. If you are applying for an Access, Trades (except Apprenticeship), certificate, diploma, or degree program, payment of the \$40.00 application fee (**International student application fee is \$200.00**) must be included with your application. Please pay by cheque or money order payable to Aurora College, credit card, or cash if paying in person.
3. If you need help completing the application form, please see your local Adult Educator, Employment Officer, or School Principal. You may also contact the Campus to which you are applying.
4. You must attach a one-page Letter of Interest explaining why you are interested in the program you have chosen.
5. You must arrange to have transcripts of your high school credits and/or post-secondary education sent to the Campus to which you are applying. Applicants who attended high school in the Northwest Territories can order transcripts by contacting the Education, Culture & Employment Student Records Office at (867) 920-6235, or by going online to www.ece.gov.nt.ca and following the Request a Transcript link.
6. If you have previous post-secondary experience, you may apply for advanced standing. Please ask your Admissions Officer for details. The transfer credit application fee is \$70. Please pay by cheque or money order payable to Aurora College, credit card, or cash if paying in person.
7. Aurora College considers prior learning, including life and work experience, when determining whether or not applicants meet program admission and occupational certification requirements. Prior learning may also be applied towards academic credit. In a detailed written statement, identify any prior learning you have that you feel should be considered as part of your application. The prior learning assessment application fee is \$70. Please pay by cheque or money order payable to Aurora College, credit card or cash if paying in person.
8. If you do not meet the academic requirements to be admitted to a program, you will be required to complete an Aurora College Placement Package.
9. You are responsible for arranging your financial assistance. Please submit proof of sponsorship, when available.
10. If you have additional information, such as extenuating circumstances, that you feel should be considered as part of your application, please attach a written explanation. All arguments for extenuating circumstances must be made in writing and accompanied by a minimum of two supporting documents.
11. You will be notified via mail whether or not you are accepted.
12. Submit your completed application to the Adult Educator in your community or forward it by email or fax to the Campus to which you are applying.

Aurora Campus
Admission Office
PO Box 1008
Inuvik, NT X0E 0T0
Phone: (867) 777-7806
Toll-free: 1-866-287-2655
Fax: (867) 777-2850

Thebacha Campus
Admissions Office
PO Box 600
Fort Smith, NT X0E 0P0
Phone: (867) 872-7501
Toll-free: 1-866-266-4966
Fax: (867) 872-4511

Yellowknife North Slave Campus
Admissions Office
Bag Service 9700
Yellowknife, NT X1A 2R3
Phone: (867) 920-3031
Toll-free: 1-866-291-4866
Fax: (867) 873-0333

Note: Fees, tuition, program schedules, and delivery locations may change without notice. It is your responsibility to ensure that the program of your choice is available.

Thank you for your interest in Aurora College!

*Check us out online at
www.auroracollege.nt.ca*



AURORA COLLEGE APPLICATION FOR ADMISSION

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Collection, Use and Disclosure of Personal Information

The personal information on this form is collected under the mandate of the Aurora College Act, the Access to Information and Protection of Privacy Act, the Statistics Act (Canada), and the Income Tax Act, and is protected by the provisions of these Acts.

The information is collected to determine your eligibility for admission and registration. Upon admission, this information will form part of your student record and will be used for the operational activities of the College and for statistical purposes.

This information may be disclosed to Statistics Canada and the territorial department of Education, Culture and Employment to meet the reporting requirements for statistical, funding, policy development, planning, and research purposes. It may also be disclosed to the Aurora College student association for the purposes of membership and alumni services, and to the Student Services division to monitor your eligibility to participate in College activities.

If you have any questions about the collection or use of this information, contact the Admissions Officer at the Campus to which you are applying.

APPLICATION CHECKLIST

Please ensure the following are included with your application:

- Completed application form and the application for accommodations if you require housing.
\$40.00 application fee, if you are applying for an Access, Trades (except Apprenticeship), certificate, diploma, or degree program
 or \$200.00 application fee for International Students. Please pay by cheque or money order payable to Aurora College, credit card or cash if paying in person.
- Letter of Interest explaining why you are interested in the program you have chosen.
- Proof that you have applied for and will receive student financial assistance (SFA) or other sponsorship.
- Transcripts from high school and/or post secondary education. If not attached to this application, you must order the transcripts and have them forwarded to Admission's Officer at the Campus to which you have applied.

Applicants who attended high school in the Northwest Territories can order transcripts by contacting the Education, Culture and Employment Student Records Officer at (867) 920-6235, or by going online to www.ece.gov.nt.ca and following the *Request a Transcript* link.

SURVEY

How did you first find out about the program to which you are applying? (place a 1 beside your choice)

How did you find out more information about this program? (place a 2 beside your choice or choices)

- | | |
|--|--|
| _____ Newspaper Advertisement | _____ Aurora College Calendar - paper version |
| _____ Radio | _____ Aurora College Calendar - online version |
| _____ Television | _____ Aurora College website |
| _____ Friend or Family member | _____ Aurora College Brochure |
| _____ High School Teacher or Guidance Counsellor | _____ Aurora College student or graduate |
| _____ Career Development Office | _____ Community Learning Centre |
| _____ Community Bulletin Board | _____ Aurora College Recruiter |
| _____ Aurora College Staff - informal | _____ Other (please explain) _____ |
| _____ Aurora College Staff - formal presentation or trade show | _____ |



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For Registrar's Office Use Only

Student ID _____

PERSONAL INFORMATION

Last Name		First Name		Middle Name	
Former Name(s) or Maiden Name (if applicable)				<input type="checkbox"/> Male <input type="checkbox"/> Female	Birth Date (D/M/Y)
Permanent Mailing Address (Street, Apartment, PO Box Number, or General Delivery)					Social Insurance Number
City / Town / Community		Province/Territory	Postal Code	Telephone Number	
Email Address			Fax Number	Alternate Telephone Number	
Have you been a resident of the Northwest Territories since birth? <input type="checkbox"/> Yes <input type="checkbox"/> No, since _____					<input type="checkbox"/> I am not a resident of the NWT
Do you have any medical conditions of which the College should be aware of? <input type="checkbox"/> Yes <input type="checkbox"/> No					If yes, please explain:

CONTACT PERSON IN CASE OF AN EMERGENCY

Name	Relationship	Home Phone:
		Work Phone:
		Cell Phone:

ANCESTRY AND CITIZENSHIP INFORMATION

Ancestry (check one):

Chipewyan Cree Gwich'in Inuit Inuvialuit Métis
 North Slavey South Slavey Tlicho Other _____ Non-Aboriginal

Main language used (check one):

Chipewyan Cree English French Gwich'in Inuinnaqtun
 Inuktituk Inuvialuktun North Slavey South Slavey Tlicho Other _____

Are you? Status Indian/First Nations Non-Status Indian/First Nations Inuit/Inuvialuit Métis

Are you a Canadian citizen? Yes No If no, what is your status in Canada? Permanent resident Student visa Other visa

Country of Origin: _____ Date of entry into Canada: _____

PROGRAM INFORMATION

To which program are you applying?

Have you previously applied for admission to Aurora College? Yes No Aurora College Student ID (if known) _____

What community location do you plan to attend?

To which Campus are you applying for admission? (Check one) Aurora (Inuvik) Thebacha (Fort Smith) Yellowknife/ North Slave

What year of the program are you entering?

First Second Third Fourth I am applying for a program that takes less than one year to complete

If you have previously registered at Aurora College, please supply the following information:

Program _____ or _____ course _____ in _____ which _____ you _____ were _____ registered:
Community _____ Location _____ you _____ attended:
Last day you were registered in the program or course: _____



AURORA COLLEGE APPLICATION FOR ADMISSION

EMPLOYMENT INFORMATION

In the past 12 months I was: Student Employed Seeking Employment Unemployed

EDUCATION INFORMATION

Elementary and Secondary Education

Highest grade level successfully completed (1 to 12): _____ Year completed: _____

Name of last school: _____

Community of last school: _____ Province/Territory: _____

Successfully completed Adult Literacy & Basic Education Level (Aurora College): _____

Other: _____

Last education institution you attended:

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Elementary School | <input type="checkbox"/> Aurora College | <input type="checkbox"/> Technical Institute | <input type="checkbox"/> University |
| <input type="checkbox"/> Junior High School | <input type="checkbox"/> Other Public College | <input type="checkbox"/> Vocational Centre | <input type="checkbox"/> University College |
| <input type="checkbox"/> High School | <input type="checkbox"/> Private College | <input type="checkbox"/> Private Vocational School | <input type="checkbox"/> Other, please specify: _____ |

Post-Secondary Education

Name of Institution	City, Town or Community	Province/Territory	Start Date	Finish Date	Certificate, Diploma, or Degree obtained, or number of years completed

Sponsorship Information

I **HAVE** obtained OR I **WILL** obtain sponsorship from the following (check all that apply):

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> NWT student loan | <input type="checkbox"/> NWT student grant | <input type="checkbox"/> Other territorial agency | <input type="checkbox"/> Human Resources and Social Development Canada |
| <input type="checkbox"/> Canada student loan | <input type="checkbox"/> Indian and Northern Affairs | <input type="checkbox"/> Band or claimant group | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Employer | <input type="checkbox"/> Self-supporting | <input type="checkbox"/> Other federal agency | |

If you have obtained sponsorship, please attach proof of sponsorship with this application form when submitting it to the Adult Educator in your community, or the Admissions Officer.

Sponsorship Information

I certify that the information provided by me is true and that no relevant information has been withheld. I understand that any or all of this information may be verified in order to process my application. I also agree that I will abide by all College rules, regulations, and policies if I am admitted into Aurora College.

Signature: _____ Date: _____

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Appendix B

Immunization Form



IMMUNIZATION FORM
AURORA COLLEGE

Dear Nursing Student

The following immunizations are required by every nursing student at the beginning of the program. Have this form completed with the dates of your most current immunizations. This information is available from your local Public Health Unit or Community Health Centre.

Student's Name: _____

Signature of PHN: _____

Immunization:

Date Completed:

Td

Hepatitis B Vaccine

Recombivax

1)

2)

3)

Antibody titre result

TB Skin Test

& result

If previously positive,

date & result of chest x-ray

If no history of receiving MMR or Rubella
vaccine, please give MMR

Return: Pertice Moffitt, Senior Instructor

Aurora College, Health Programs

Bag 9700

Yellowknife NT X1A 2R3

Students are not permitted into the clinical areas until they can present proof of
immunization status.

AURORA COLLEGE

Appendix C

Application Acknowledgement Letters

Acknowledgement Letter – no additional documents required

Date
Student ID #

Student Name
Address Line 1
Address Line 2

RE: Name of Program

Dear Name of Student:

Thank you for applying to the NAME OF PROGRAM. We appreciate your interest in the program and we will contact you after the selection committee has reviewed your application and has made a final decision.

You may wish to contact the Department of Education, Culture and Employment for information about the NWT Student Financial Assistance Program or another sponsoring agency of your choice. The Student Financial Assistance Program has an application deadline. If you wish to contact ECE for any further information, please call the toll free number: 1-800-661-0793.

If you require any further information about the College, please contact me toll free at:
NUMBER.

Sincerely,

Name
Campus Registrar / Manager of Student Services

Acknowledgement Letter -- Additional documents required

Date

Student ID #

Student Name

Address Line 1

Address Line 2

RE: Name of Program

Dear Name of Student:

Thank you for applying to the NAME OF PROGRAM. We appreciate your interest in the program.

The selection committee is unable to review your application because it is incomplete. In order for your application to be complete, please forward the following additional documentation:

- list of documents
- one thing
- another thing
- and another thing

You may wish to contact the Department of Education, Culture and Employment for information about the NWT Student Financial Assistance Program or another sponsoring agency of your choice. The Student Financial Assistance Program has an application deadline. If you wish to contact ECE for any further information, please call the toll free number: 1-800-661-0793.

If you require any further information about the College, please contact me toll free at:
NUMBER.

Sincerely,

Name

Campus Registrar / Manager of Student Services

Acknowledgement Letter – Additional documents required and money owing

Date

Student ID #

Student Name

Address Line 1

Address Line 2

RE: Name of Program

Dear Name of Student:

Thank you for applying to the NAME OF PROGRAM. We appreciate your interest in the program.

The selection committee is unable to review your application because it is incomplete. In order for your application to be complete, please forward the following additional documentation:

- one thing
- another thing
- and another thing

Our records indicate that you have an outstanding debt with the College. Prior to further review of our application, you must contact our Finance department, toll free at: NUMBER in regards to your account.

You may wish to contact the Department of Education, Culture and Employment for information about the NWT Student Financial Assistance Program or another sponsoring agency of your choice. The Student Financial Assistance Program has an application deadline. If you wish to contact ECE for any further information, please call the toll free number: 1-800-661-0793.

If you require any further information about the College, please contact me toll free at: NUMBER.

Sincerely,

Name

Campus Registrar / Manager of Student Services

AURORA COLLEGE

Appendix D

**Aurora College
Program Continuation Form**

AURORA COLLEGE PROGRAM CONTINUATION FORM

The Aurora College Program Continuation form is completed by students enrolled in multi-year programs. After each year of studies, students who intend to go into the next year of their multi-year program complete this form and forward it to the Campus Registrar / Manager of Student Services at Yellowknife Campus. Note: Students who have been living in student residence must advise the Residence Staff on campus if they wish to continue living in student accommodations in the new academic year.

Last Name		First Name		Student I.D. #
Current Program:			What year of study will you be going into next year?	
Permanent or mailing address:				
Street/Box no.			Community:	
Prov./Terr.	Postal Code:	Phone No. (H)	(W)	
Are you registering as a <input type="checkbox"/> Full-time or <input type="checkbox"/> Part-time student?				

CAMPUS REGISTRAR'S USE ONLY				
REGISTRATION STATUS:		YEAR END STATUS:		PROGRAM END DATE
<input type="checkbox"/> Full-time Day	<input type="checkbox"/> Part-time Day	<input type="checkbox"/> Graduate	<input type="checkbox"/> Eligible for Practicum	REGISTRATION DATE
<input type="checkbox"/> Full-time Night	<input type="checkbox"/> Part-time Night	<input type="checkbox"/> Eligible to Continue		

I have obtained, or I will obtain sponsorship from the following (please check appropriate boxes):

<input type="checkbox"/> NWT SFA Student Loan	<input type="checkbox"/> NWT SFA Student Grant
<input type="checkbox"/> GNWT – Education, Culture and Employment	<input type="checkbox"/> Other Territorial Agency
<input type="checkbox"/> Service Canada	<input type="checkbox"/> Other Federal Government Agency
<input type="checkbox"/> Employer	<input type="checkbox"/> Self Supporting
<input type="checkbox"/> Other (please specify)	

If you have obtained sponsorship, please attach proof of sponsorship with this application form when submitting it to the Campus Registrar or Adult Educator in your community.

Do you have any medical conditions of which the College should be aware? Yes No
If yes, please elaborate:

I hereby give notice to Aurora College that I intend to continue into the next year of my current program. I certify that the information provided above is correct.	
Notice Date (YYYY/MM/DD)	Signature of Student

AURORA COLLEGE

Appendix E

Letters of Acceptance

Regular Acceptance Letter

Date

Student ID #

Student Name

Address Line 1

Address Line 2

RE: Name of Program

Dear Name of Student:

Congratulations! We are pleased to inform you that you have been accepted into the NAME OF PROGRAM at CAMPUS in COMMUNITY. Welcome to Aurora College. Your career starts here!

Registration/classes are scheduled to begin DATE at COMMUNITY. We look forward to meeting with you to complete the registration process and selection of your courses.

Enclosed with this letter is a confirmation/cancellation form. Please complete this form and mail or fax it to this office by DATE.

If you have not already done so, you may wish to contact the Department of Education, Culture and Employment for information about the NWT Student Financial Assistance Program or another sponsoring agency of your choice. The Student Financial Assistance Program has an application deadline. If you wish to contact ECE for any further information, please call the toll free number: 1-800-661-0793.

If you require any further information about the college, please contact me toll free at: NUMBER.

Sincerely,

Name

Campus Registrar / Manager of Student Services

Conditional Acceptance Letter

Date

Student ID #

Student Name

Address Line 1

Address Line 2

RE: Name of Program

Dear Name of Student:

Congratulations! We are pleased to inform you that you have been **CONDITIONALLY** accepted into the **NAME OF PROGRAM** at **CAMPUS** in **COMMUNITY**. Welcome to Aurora College. Your career starts here!

The following conditions apply to your acceptance:

- reasons
- more reasons

Registration/classes are scheduled to begin **DATE** at **COMMUNITY**. We look forward to meeting with you to complete the registration process and selection of your courses.

Enclosed with this letter is a confirmation/cancellation form. Please complete this form and mail or fax it to this office by **DATE**.

If you have not already done so, you may wish to contact the Department of Education, Culture and Employment for information about the NWT Student Financial Assistance Program or another sponsoring agency of your choice. The Student Financial Assistance Program has an application deadline. If you wish to contact ECE for any further information, please call the toll free number: 1-800-661-0793.

If you require any further information about the college, please contact me toll free at: **NUMBER**.

Sincerely,

Name

Campus Registrar / Manager of Student Services

AURORA COLLEGE

Appendix F

Confirmation of Acceptance Form

CONFIRMATION/CANCELLATION FORM

Campus Registrar
Aurora College

PROGRAM:
CAMPUS:
DATE:
Student ID:
Student:

This form is used to confirm or cancel your acceptance to the program.

Please supply the date you completed this form, and whether you wish to confirm or cancel acceptance into the program.

If this form is not returned to the Campus Registrar's office prior to _____, your seat may be reassigned to someone on the waiting list.

Please indicate below, by checking the applicable option whether you confirm or cancel your acceptance into the program at the _____ Campus in _____.

_____ Confirm

_____ Cancel

SIGNATURE: _____ DATE: _____

AURORA COLLEGE

Appendix G

Letter to Unsuccessful Applicant

Letter to Unsuccessful Applicant

Date

Student ID #

Student Name

Address Line 1

Address Line 2

RE: Name of Program

Dear Name of Student:

We very much appreciate your interest in our NAME OF PROGRAM at CAMPUS in COMMUNITY.

Unfortunately, we are unable to accept you into this program for the following reason(s):

- reasons
- more reasons

Please remember that we are here to assist you; therefore, if you require any further information about the program or how to attain future admissions or any of our student services, please contact me toll free at: NUMBER.

Sincerely,

Name

Campus Registrar / Manager of Student Services

AURORA COLLEGE

Appendix H

Confirmation of Acceptance Letter

Confirmation of Acceptance Letter

Date
Student ID #

Student Name
Address Line 1
Address Line 2

RE: Name of Program

Dear Name of Student:

We are very pleased that you have confirmed your intention of attending the NAME OF PROGRAM at CAMPUS in COMMUNITY. We look forward to completing your registration when you arrive.

Please remember that we are here to assist you; therefore, if you require any further information about the program or any of our student services, please contact me toll free at: NUMBER.

Sincerely,

Name
Campus Registrar / Manager of Student Services