

Part-time Studies Admissions Guidelines

Criteria for entry to classes:

- Complete application and pay administration fee (incomplete applications will not be processed)
- Submit Grade 12 transcript or GED documentation
- Submit ESL documentation, if required
- Make Tuition and Student Fee payment

If any of the above criteria is not met, you will be denied entry to the class until you have fulfilled the criteria.

Tuition for part-time students:

A **Student Fee** of \$50 is due each academic year and is to be paid on or before the first day of class.

Students enrolled in courses on a part time basis may access an installment plan if requested. Below are the guidelines for using an installment plan.

Guidelines for accessing installment plan:

The installment plan form is to be completed on or before the first day of class. Dates for payment will be firmly made on that evening. If payment is not made on scheduled date, then a late charge fee will be added to the balance, the late charge fee is \$25.00 for every two weeks the tuition is outstanding.

30-hour course, \$450 tuition fee	60-hour class, \$875 tuition fee
\$225.00 payment on the 1st day of class	\$300 payment on the 1st day of class
\$225.00 payment on 4 th week of class	\$300 payment on the 4 th week of class
	\$275 payment on the 8 th week of class

Campus Bookstore:

- **Textbooks** are to be paid in full and are not part of the Tuition Installment plan.
- **NSCECE merchandise** may be purchased prior to class. Samples of merchandise such as hoodies, lunch bags and t-shirts may be viewed in the display case located by the classrooms.

Transcripts:

Transcripts are updated four (4) times a year – the dates below are a guideline to reflect the end of each semester. For those accessing the reimbursement plan through NS Department of Education and Early Learning there are four weeks from the date of the transcript in which you can apply for the reimbursement. Students may print unofficial transcripts from their student account in CampusLogin:

May 1	June 30	August 26	December 17
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