

SITE AND PROGRAM INFORMATION

1. Name of college _____

2. College contact/name _____ Position _____ Telephone number _____

3. Program start date / end date _____ 4. Program Name (Repeat information on attachments for any additional programs) _____

5. Site location _____

6. Site description (attach measured plans of training facilities - buildings, yards, etc: include copy of lease, letter of permission, etc) _____

7. Program instructor(s) / instructor assistant(s) (Give instructors for all programs intended at site) _____

8. Duration and cost of program:

Total Weeks: _____ Total Hours: _____ Tuition: _____

Books/Supplies including applicable taxes: _____ Equipment: _____ Other _____
 (Specify what cost is for)

Total Cost to Student _____ (tuition + books + equipment + other)

9. Successful Fire Marshal's inspection report is attached. YES NO
 Date of Inspection _____

10. Successful Health and/or Sanitation inspection report is attached. (if required) YES NO N/A
 Date of Inspection _____

11. Attach list of all classroom and other equipment to be used to deliver the program.

12. Submit application fee of \$250.00 (Section 9 - Private Career Colleges General Regulations)

Operator must have successful site inspection completed by Private Career Colleges Division prior to approval of site and program(s).
 Please contact the Division to arrange the inspection.

DECLARATION: To be completed by operator or college official

I HEREBY CERTIFY THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT.

 Name of Operator / College Official (please print) Signature of Operator / College Official Date

Send completed Application for Additional Site Form to: Private Career Colleges Division, Department of Labour and Advanced Education, PO Box 697, Halifax, NS, B3J 2T8 or by scan to PCCFORMS@novascotia.ca