

# Request for Amendment of Student Contract

Under provisions of Section 46(3)  
of the *Private Career Colleges Operational Regulations*

<b>Name of College:</b>			
<b>Name of Student:</b>		<b>LaMPSS Student ID:</b>	
<b>Program Name:</b>		<b>LaMPSS Program ID:</b>	
<b>Original Start Date:</b>		<b>LaMPSS Intake ID:</b>	
<b>Original End Date:</b>			
<b>Has this contract been previously amended?</b>	<i>YES NO</i>		
<b>Terms of Contract Amendment</b>			
<b>1) New Extension End Date Being Requested (if any):</b>			
<b>2) Are there other Amendments being requested (besides a contract extension)?</b>	<i>YES NO</i>		
<b>If yes, please provide the details of these other amendments in the space below:</b>			
<b>Reason for Amendments:</b>			
<b>Date of Request</b>	<b>College Official's Name</b>	<b>Email Address</b>	

Submit Request to Private Career Colleges Division via [pccforms@novascotia.ca](mailto:pccforms@novascotia.ca)

<i>Private Career Colleges Division Use Only</i>				
<b>Approved:</b>	<b>YES</b>	<b>NO</b>	<b>Inspector:</b>	<b>Date:</b>
<b>Notes:</b>				

## **General Notice to Colleges RE: Student Contract Amendments:**

Pursuant to Subsection 46(3) of the *Private Career Colleges Operational Regulations*:

***46(3) Any amendment to a student contract after it is executed must conform to the Act and these regulations, be signed and dated by both the student or student applicant and a person authorized to legally bind the college, and be approved by the Director or an inspector.***

Please note the following:

- 1) Approval for contract amendments should be received before contract amendments are executed (signed by both parties) to allow for the possibility that they are not approved or an alteration is requested.
- 2) Contract amendments must be signed and dated by both parties before the originally contracted end date or, if a previous extension has already been granted, the most recently approved revised end date.
- 3) Contract amendments cannot be approved if the contracted period has expired. Therefore, requests should be received at least one week before the expiry date.
- 4) If the contract has expired it is an option, if agreeable to both college and student, to enter in a new contract to complete the outstanding elements of the program, with recognition of prior learning.
- 5) Contract amendments that involve additional tuition charges are subject to additional training completion fund (TCF) contributions unless the original student contract specifies that additional charges will apply in such cases.
- 6) The number and extent of contract extensions are monitored by the Private Career Colleges Division as a program performance measure. It is expected that students will complete programs within the originally contracted period except in the event of reasonably unanticipated extenuating circumstances.
- 7) If the student is 3<sup>rd</sup>-party funded or receiving student assistance, the funding authority or Canada Student Loan Program must be advised of the change in their program delivery details.
- 8) LaMPSS notifications are aligned with a student' original end date. When contracts are extended the extended contracts end dates are independent of those on which LaMPSS notifications are based. The due dates of all required subsequent reporting for these students (program summary reports, graduate follow-up surveys) will have to be independently monitored and managed by the college. Colleges are responsible for the tracking of extended students and associated required reporting.

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### **Use and Disclosure of personal information**

Personal Information you provide on this form with the Private Career Colleges Division of the Department of Labour and Advanced Education is collected as allowed by the *Private Career Colleges Act* and Regulations.

We use the provided personal information to regulate the activities of your college pursuant to the provisions of the Act and Regulations.

We use and disclose the personal information for the purpose described above. We may only use or disclose the personal information for another purpose if we are authorized by law to do so, or if we obtain your consent. To read more about how government respects your privacy when interacting with us review our full [Privacy Statement](#) and [Terms of Use](#).

By proceeding to complete this form, you acknowledge your understanding of the collection, use, and disclosure; and that information you provide is correct, accurate, and valid to the best of your knowledge.

For questions about how your personal information is handled by the Department of Labour and Advanced Education, you may contact us at [pccforms@novascotia.ca](mailto:pccforms@novascotia.ca).