

## **PRIVATE CAREER COLLEGES DIVISION NEWS**

**JANUARY 2011**

### **NEW DEPARTMENT FOR PRIVATE CAREER COLLEGES DIVISION**

On January 11, 2011 Premier Darrel Dexter announced the creation of the Department of Labour and Advanced Education. Marilyn More is Minister of the Department of Labour and Advanced Education as well as responsible for Minister of Immigration and Status of Women. Most staff of the divisions in the Higher Education Branch has been transferred from the Department of Education to this new department to help provide adult learners and employers one point of contact for all aspects of learning, including universities, community colleges, private career colleges and workforce training and development.

### **NEW FORM B (PROGRAM REGISTRATION FORM)**

A new Form B has been created and must be used for all new program applications. This new form will help provide the division with the information necessary to review and evaluate new program applications. As of April 1, 2011 you may find the new form, along with our other forms online at: <http://pcc.ednet.ns.ca>

### **ELECTRONIC SUBMISSIONS**

As of April 1, 2011 you may submit curriculum documents to the Private Career Colleges Division via a new online portal. This service is provided as part of an ongoing effort to reduce red tape and provide for a greener Nova Scotia. After April 1, 2011 please telephone the division at 424-5636 if you would like more information on using this service.

**SEE OVER**

## **CHANGES TO TRAINING COMPLETION FUND PROCESS AND POLICY**

The Training Completion Fund (TCF) Policy has been amended to better adhere to legislated regulatory requirements. The new policy reflects Section 37 (4) of the *Private Career Colleges General Regulations*. TCF payments are due for all intakes. An "intake" is defined as a student who has entered into a student contract and has commenced instruction. It is also important to point out that TCF payments are not transferrable and are non-refundable.

The TCF payments are a fixed contribution rate for operators determined by factoring the student's tuition liability with a fixed rate of 1.0%. This payment is submitted by the college and is not a fee paid by the student. In other words, the college cannot charge a TCF fee to students as it is not a student fee. In determining tuition fees colleges may consider the TCF remittance liability but cannot separate out a TCF fee to be paid by students.

As an example, if the tuition amount noted on the program form B is \$10,000, the TCF payment is \$100 per student.

Colleges may continue to note in college documents that it is required to remit the TCF amount and the purpose of the fund. Colleges should avoid inferring that the TCF remittance is a cost to students. The TCF should be considered an operation cost.

**If you have any questions concerning any of these items, please contact the Private Career Colleges Division at 424-5636.**