



Private Career Colleges Regulation Act
STUDENT RECORD REQUEST
 Pursuant to Section 15 (5) of the Act

Upon closure of a private career college, the college official is only required to submit a copy of the student's transcript of marks and of the diploma or certificate, which is indicated in the Private Career Colleges Regulation Act. Section 15 (5) of the act states:

"Upon closure of a college, the operator shall immediately forward to the Manager the remaining original student files and any other information that the Manager may request."

Colleges that closed prior to 1998 were not required to submit their records. The Act and Regulations was amended at that time.

PLEASE PRINT IN BLOCK CAPITALS

SECTION 1: PERSONAL INFORMATION

Last Name _____ First Name _____

Mailing Address (including street address, apartment number, PO Box, RR, Comp or Site)

City/Town _____ Province _____ Postal Code _____ E-mail Address _____

Telephone # (Home) _____ Telephone # (Work) _____ Telephone # (Mobile) _____ Fax # _____

SECTION 2: PRIVATE CAREER COLLEGE INFORMATION

Name of College Attended _____ Name of Program _____

Start Date of Program _____ End Date of Program _____ Did you successfully graduate?
 Yes No

SECTION 3: WHAT ARE YOU REQUESTING?

<input type="checkbox"/>	Transcript	# of Copies	_____
<input type="checkbox"/>	Diploma	# of Copies	_____
<input type="checkbox"/>	Certificate	# of Copies	_____
<input type="checkbox"/>	T2202A Tax Form	# of Copies	_____

SECTION 4: DECLARATION

I hereby certify that I have verified, to the best of my ability, the information contained in this request:

Name (PRINT)

Signature

Date

RETURN COMPLETED APPLICATION TO:

Private Career Colleges Division
 Brunswick Place
 2021 Brunswick Street, PO Box 578
 Halifax, NS B3J 2S9
 FAX: (902) 424 - 6656

**If you have any questions or concerns, please contact the
 Private Career Colleges Division at (902) 424-5636**

THE DEPARTMENT WILL RETAIN ALL PERSONAL INFORMATION UNDER PRIVACY RULES.