

Student Acknowledgment

2017 - 18

I acknowledge that it is my responsibility to ensure my fees are paid when due as outlined in the College Academic Schedule unless otherwise documented in an approved deferral agreement with campus finance.

I acknowledge that I am to have the Occupational Health & Safety (**OH&S**) and Workplace Hazardous Materials Information Systems (**WHMIS**) completed by September 30, 2017.

I acknowledge that I have **30 days** from the start of the program to opt out of the health and dental benefits if I have alternative coverage. If I am an ALP student, I must opt out two weeks prior to the start of classes – whenever I enter the program. Further, I understand that to opt out, I need to go on-line to www.mystudentplan.ca; follow the instructions and retain the confirming email as evidence of having done so.

I acknowledge that to be considered officially withdrawn from a program and be eligible for a partial reimbursement of tuition, I must meet with an advisor in Student Services. Failure to stop regularly attending classes does not trigger an official withdrawal.

I acknowledge that the withdrawal date deadline for 95% reimbursement of tuition (if paid at time of withdrawal) is two weeks after the start of each semester. After this date there is no refund of tuition and Student Services fees.

Lastly, I acknowledge that without my written and informed consent (form required) information about my progress while attending NSCC (e.g. grades, attendance, letters of confirmation, etc) cannot be released.

Name – Print Clearly

Student ID

Date

Please return this completed agreement to Student Services for student file.