



Nova Scotia Community College  
School of Business  
**Field School Application**  
**Mexico 2008 (tentatively May 2 – May 24)**

**Applicant Information: (as it appears on your passport)**

Surname: \_\_\_\_\_ Given names: \_\_\_\_\_  Male  Female  
 Title:  Mr.  Mrs.  Miss  Ms Other \_\_\_\_\_ Birthdate: (d/m/y) \_\_\_\_\_ Student number: \_\_\_\_\_  
 Program \_\_\_\_\_ Campus \_\_\_\_\_  
 Citizenship status:  Canadian citizen  Permanent resident  Other: \_\_\_\_\_ Origin of Passport: \_\_\_\_\_  
 Canadian Passport #: (To be available by Feb 2008) \_\_\_\_\_ Expiry date: (not before Dec. 2008) \_\_\_\_\_  
 Social Insurance Number: \_\_\_\_\_ Health Card #: \_\_\_\_\_  
 Address: Street \_\_\_\_\_ Telephone: (home) \_\_\_\_\_  
                   City \_\_\_\_\_ Province \_\_\_\_\_ (work) \_\_\_\_\_  
                   Postal Code \_\_\_\_\_ e-mail (info sent regularly – make sure this is up to date): \_\_\_\_\_

**Mexico COURSES: SPAN 1000 & MKTG 3402**

**In case of an emergency:**

Emergency Contact name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

**Current status:**

If not currently an NSCC Student, state the name of the institution where you are currently studying: \_\_\_\_\_

**Brief medical history:**

Information you provide will not be used to assess your eligibility for admission into the program. List any health concerns of which we should be aware, such as drug or food allergies or concerns, major or chronic illnesses, mental or physical conditions or other medical problems for which you require ongoing medical treatment. Attach separate sheet if necessary and note here.

**The Application Package must be complete when submitted:**

**Due Date November 30, 2008**

- Application Form
- Signed Participant Code
- Signed Refund Guideline for Field Schools
- A short essay (250 words) explaining why you wish to participate
- Application fee (\$100)
- External Studies Reference form (min. of 1 reference) will be submitted directly by referee

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Submit Completed forms and \$100 application fee to:**

Bill Howse  
Field School Programs  
Kingstec Campus  
Nova Scotia Community College  
236 Belcher Street, PO Box 487  
Kentville, Nova Scotia B4N 3X3 (Intercampus Mail is acceptable)

**Freedom of Information and Protection of Privacy**  
*The information in this form is needed to process your application. This information will be used to verify qualifications and decided your eligibility for acceptance into the program. If you have any questions about the collection and use of this information, contact the Director of the Centre for International Activities, ..... (902) 491-1661 (See Reverse Side)*

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**DEPOSIT PAYMENT METHOD:**

Certified Cheque or Money Order (enclosed)  
 Visa  MasterCard  American Express

\_\_\_\_\_ card number \_\_\_\_\_ Exp. date \_\_\_\_\_

\_\_\_\_\_ cardholder signature \_\_\_\_\_

**The \$3,500 fee includes airfare, tuition, homestays with meals, one weekend trip . It does not include the cost of a passport or visa, vaccinations, textbooks, commuting costs in Guadalajara or the cost of any individual activities.**

The field school may be cancelled at any time due to unforeseen circumstances in which case all funds will be reimbursed

## **Collection, use and disclosure of personal information**

The collection, use and disclosure of student information is protected by college policies and government legislation.

### **Collection**

As part of the recruitment, admission and enrollment process, the College collects a range of personal information. Following enrollment, it is anticipated that students will participate in academic, portfolio, graduation and other activities where the college collects and may communicate their personal information.

### **Use**

Personal information is used by the College for academic, administrative and statistical purposes. In addition, a student's personal affairs and welfare may also be monitored so the college can service their individual needs. After graduation, certain personal information will be used to support a graduate survey.

### **Disclosure**

Certain information will be shared with the student association to keep their database current. The college will maintain a database of student, graduate, and alumni information on behalf of the NSCC foundation for philanthropic activities. Personal information may be disclosed to government departments, co-sponsoring organizations and other educational institutions. Occasionally information, may be released, if required by a court order or other legal requirement.

### **Access**

A student can request access to their personal information and can request the correction, deletion or addition of information that is not accurate, complete or up-to-date.

For more information on the confidentiality of student information, refer to the College's Academic Policy, Section 11 or contact the College's Chief Privacy Officer.

I have read the above information \_\_\_\_\_ (initial)



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**Participant Code for Field Schools**

A Field School is a unique academic opportunity in which the environment becomes the classroom and learning is not confined to reading texts or attending lectures. A Field School is exceptional because it takes place largely in a country and culture often far removed from the Canadian norm. The laws and legal system as well as modes of behaviour, dress, cuisine, habits, expectations and styles of interpersonal communication are all likely to be markedly different from the Canadian experience.

All participants of a Nova Scotia Community College (NSCC) Field School must be a minimum of nineteen years of age. As such, all are legally adults and will be expected to conduct themselves accordingly. All participants will be seen as representatives of Nova Scotia Community College and will be in close contact with colleagues from NSCC's partner institution, Universidad del Valle de Atemajac (UNIVA) in Guadalajara, Mexico. The participants are expected to act appropriately as ambassadors of our College and of our country.

All members of the NSCC community are governed by an Academic Climate Policy and by the College Harassment and Discrimination Policy. In a Field School situation, conduct requirements are more comprehensive. Any conduct which contravenes the laws of the host country, puts in jeopardy the safety of any participant of the program or member of the partner institution, disrupts the delivery of the program, violates the rules and regulations established in good faith by the accompanying NSCC faculty member, or detracts in a substantial way from the learning environment will not be tolerated.

The NSCC faculty member accompanying the Field School is the final authority for decisions related to participant conduct. The faculty member has the authority, with grounds and without recourse to parties on the main college campus in Canada, to withdraw participants from the Field School program. If a participant is withdrawn from the Field School or leaves voluntarily, that participant must leave the group immediately.

If a participant is withdrawn from the Field School or leaves voluntarily, the balance of the funds paid for participation in the Field School will not be refunded unless such refunds are returned to NSCC from the relevant vendor(s). There will be no refund of tuition or other academic or administrative fees. The affected participant is then personally responsible for all costs incurred as a result of early departure, and is personally responsible for organizing travel arrangements for return to Canada. NSCC and its representatives on the Field School accept no responsibility or liability for any participant who has left the program either voluntarily or by administrative withdrawal.

A participant withdrawn from the Field School may exercise a right of appeal by giving written notice of intention to do so within 10 business days to the Dean of Business or to the principal of the home campus. Application for, payment for, and participation in the Field School program, constitutes acceptance of the terms of the Field School, including the academic content, length and location of the program, the terms of participant conduct as well as payment schedule, deadlines and amount.

I have read the above and agree to abide by this Participant Code.

Signed this day \_\_\_\_\_ of \_\_\_\_\_, 200\_\_\_\_\_

Witness \_\_\_\_\_

Participant's Signature \_\_\_\_\_

Participant's Name (print clearly) \_\_\_\_\_



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**Refund Guidelines for Field Schools**

The Refund Guidelines applies equally to:

- students who apply for the field school and decide not to attend
- students who begin participation in the field school and decide to return home early

**The pre-departure orientation program is, without exception, mandatory.** Students who do not participate in the orientation will not be allowed to participate in the field school and will be refunded only that amount of money that can be feasibly returned to Nova Scotia Community College (NSCC) from travel agents, carriers, and agents and other participating businesses, or for tickets, accommodation, or other expenses for the Field School, less the \$250 deposit.

Field School applications must be accompanied by a \$100 deposit.

- If an applicant is not accepted into the Field School, the deposit will be returned in its entirety. Otherwise, the deposit is not refundable.
- Extenuating circumstances that would allow for a full refund would include proof of a personal, family or medical emergency submitted with a written request for the refund.
- An inability to raise sufficient funds for participation cannot be seen as an emergency.
- Once additional payments have been made, and before the Field School departs, these payments (over and above the deposit) will be returned upon withdrawal for valid reason; valid reasons would include proof of a personal or family medical emergency. These payments will be returned less any non refundable costs that have been paid for airline tickets, accommodation, or other expenses for the Field School.
- Once additional payments have been made, and after the field school and participants have departed for the international destination, payments (over and above the deposit) that can feasibly be refunded to the College will be returned upon withdrawal for valid reasons; these might include a personal or family medical emergency or early return due to a serious illness. These reasons do not include early return due to culture shock, homesickness, legal or academic discipline, criminal activity, or external events in the outside community that are beyond the control of Nova Scotia Community College Field School.

I have read the above and agree with this Refund Guideline for Field Schools.

Signed this day \_\_\_\_\_ of \_\_\_\_\_, 200\_\_\_\_\_

Witness \_\_\_\_\_

Participant's Signature \_\_\_\_\_

Participant's Name (print clearly) \_\_\_\_\_

**Submit Completed forms and payment to:**

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Field School Programs  
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Nova Scotia Community College  
236 Belcher Street, PO Box 487  
Kentville, Nova Scotia B4N 3X3