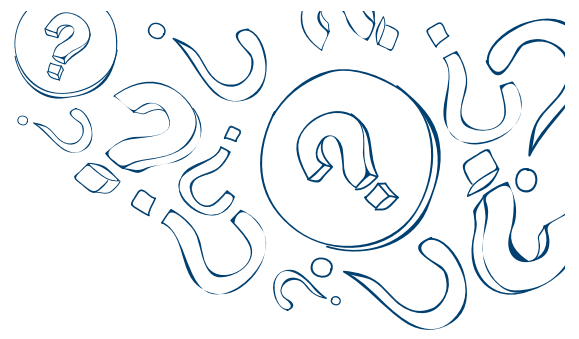


Correspondence Study Program

*Providing an opportunity
for students to complete
a secondary school education*



About the Program



What **The Correspondence Study Program** is designed to enable individuals to complete a secondary school education.

For students in school, courses are available that may not be offered or conflict with schedules in schools. Correspondence Study Program courses follow the Nova Scotia public school program curriculum courses and use authorized textbooks and other approved resource materials. Courses are developed and marked by teachers. Students study the material independently at their own pace. Students must write an exam in all grade 9 to grade 12 courses.

Why If your goal is a **high school diploma**, read the High School Diploma section of this brochure to review entrance requirements.

If your goal is to **attend a university, college or other post-secondary institution**, be sure to plan your courses for the institution's requirements.

Who To be eligible to enroll in a correspondence course you must be:

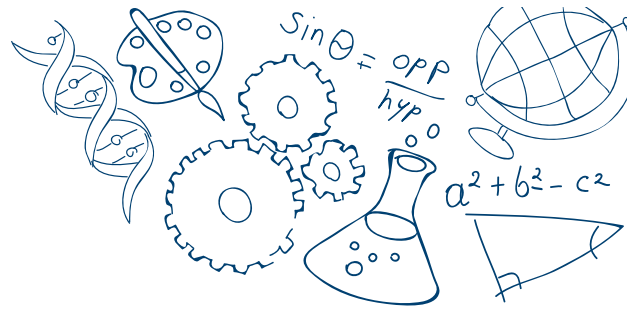
- a resident of Nova Scotia, at least 16 years old, not attending school
- a resident of Nova Scotia, under 16 years old, legally excused from attending school, and have the approval of the principal from your last school (or regional education officer for home schooling)
- you are a non-resident of Nova Scotia interested in taking a secondary level course for personal interest or credit.
- attending junior or senior high school (grades 7-12) and have your principal's approval if:
 - the course you want is not offered in your school
 - there are timetable conflicts
 - you want to study a subject during the summer
 - the principal recommends correspondence study
 - you are temporarily living out of the province or country
 - you are a former resident of Nova Scotia and want to take a secondary school course for personal interest or credit

When The Correspondence Study Program is continuous; students can enroll throughout the year. There is no limit to the number of courses you can take at one time, however we recommend you initially enroll in one or two courses to develop a sense of the skills required to successfully study via correspondence. You will also need to consider exams when planning your courses.

How Complete the enrollment form included in this brochure and submit to the Correspondence Studies Program for processing. Missing information on your application or incorrect payment will result in delays and your application may be returned to you. The application form is also available in electronic format from our website.

<http://csp.ednet.ns.ca>

Courses



Courses

Courses may have one or more texts. The course guide is divided into lessons or units. Each lesson/unit has questions and assignments that assess your knowledge of the material. See the sample lessons on our website for more detail. On average, it takes between six months to one year to complete a correspondence course. The time required depends on how quickly you learn the material, and how regularly you send assignments to your marker. Plan ahead to meet deadlines required by the post-secondary institution you want to attend.

Assessment

Your marker submits a mark for each unit or lesson, and may provide comments on your progress. Markers do not teach the material and are only required to mark up to three lessons or one unit at a time. Marks are calculated as follows:

Grades 7 and 8: Mark is calculated using an average of course assignments, investigations and other assessment instruments provided by your marker.

Grades 9 - 12: Lesson assignments, investigations, and assessments account for 60% of your final mark. Students must attain at least 50% on each assignment. The final exam in other courses counts for 40% of the final mark.

Exams

Correspondence Study Exams: Students must complete all assignments and tests and receive a passing mark of 50% to write the course exam. When course work is complete, the marker will provide an examination application. Students must receive a minimum of 50% on the course exam. If the exam is not passed, a supplementary exam will be offered. If the supplementary exam is not passed, students may re-enroll in the course.

Nova Scotia Exams: These may be written in January or June each year. If students do not pass, another exam may be written on the next scheduled date. If the exam is not passed the second time, students may re-enroll in the Correspondence course. Students may write both the course exams and Nova Scotia exams at our office or other approved public areas in your community. Contact our office to make arrangements.

Credits

To obtain credit in any course, students must complete all required assignments and examinations. When you have successfully completed a course, the Correspondence Study Program will send you a certificate indicating your final mark. A transcript of your mark will be forwarded to the public school you attend or to an institution you request.

Fees and Payments

Prices will vary. See individual course outlines on our website (<http://csp.ednet.ns.ca>) for exact pricing. Payment for registration and books can be mailed or delivered directly to our office along with your application. Receipts will be issued.

- Course enrollment fees can be paid by personal cheque, money order, Visa or Mastercard.
- For students living outside Nova Scotia, there is an additional \$103.74 processing fee per course.

Refunds/Exchanges: There are no refunds on all courses and textbooks. You cannot transfer a course to another student. You may transfer the registration fee to another course under the following conditions:

- within three months of registration
- before any assignments have been sent to your marker
- course guides must not be marked or damaged

High School Diploma

Nova Scotia High School Diploma (high school students):

Students require a minimum of 18 credits (maximum of 7 grade 10, minimum of 5 grade 12).

Compulsory Credits	Choices / Credits
3 English Language Arts 3 French Language Arts (Acadian or Francophone schools)	1 credit in grade 10, 11 and 12
1 Fine Arts	Art, Dance, Drama, or Music
2 Mathematics	See Mathematics credits 10, 11, and 12 offered in your school or by Correspondence Studies.
2 Science	Choose one from Biology, Chemistry, Science 10, or Physics and one other approved science course.
2 other credits from Mathematics, Science, or Technology	Business Technology 11 and 12 Communications Technology 11 and 12 Computer Programming 12 Construction Technology 10 Construction Trades 11 Design 11 Electrotechnologies 11 Energy, Power, Transportation 11 Exploring Technology 10 Film and Video Production 12 Food Technology 10 Food Preparation and Service 10 Housing and Design 12 Multimedia 12 Production Technology 11 and 12 Skilled Trades 10 Textile Production 10 (half credits) Textile Technology 12 Transportation Trades 11
1 Physical Education	Dance 11 Fitness Leadership 11 Physical Education 10 Physical Education 11 Physical Education 12 Physically Active Living 11 Physical Education Leadership 12 Yoga 11
1 Canadian History	Acadian History 11 African Canadian Studies 11 Canadian History 11 Gaelic Studies 11 Mi'kmaq Studies 10
1 Global Studies	Global Geography 12 Global History 12
Choices / Credits	Choices / Credits
5 elective credits (minimum)	Credits can be selected from grade 10, 11, and 12.

The Public School Programs manual lists high school credit courses in Nova Scotia. A credit is awarded in recognition of the successful completion of an approved course that would normally be completed in a minimum of 110 hours of scheduled time.

Nova Scotia High School Diploma (transfer students): Students transferring from another province or state must meet the Nova Scotia high school graduation requirements and complete a minimum of one Nova Scotia high school credit.

Nova Scotia Adult High School Diploma (adult students): Students require 12 credits. Contact the Nova Scotia School of Adult Learning: Phone 1-877-goNSSLAL Online www.goNSSLAL.ca

Planning to Graduate: To graduate in June of any year, you must complete all required course work by mid May and the course exam by early June. You must also complete the required Nova Scotia exams held in January or June, if applicable.

Contact Us

Visit

Brunswick Place
2021 Brunswick Street, 2nd Floor
Halifax, Nova Scotia

Office hours:

8:30am to 12:30pm

1pm to 4:30pm,

Monday to Friday

*(We are closed for 30 minutes
from 12:30 to 1pm each day)*

Write

Correspondence Study Program

Learning Resources and
Technology Services
Department of Education and
Early Childhood Development
P.O. Box 578
Halifax, Nova Scotia B3J 2S9

Email

csp@gov.ns.ca

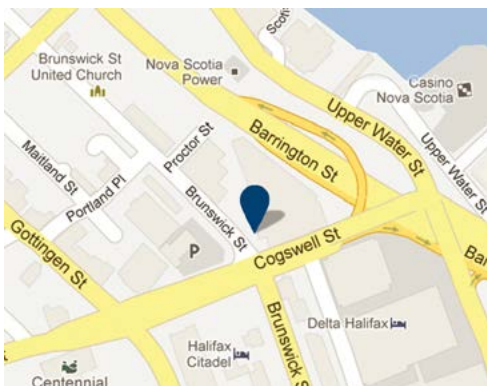
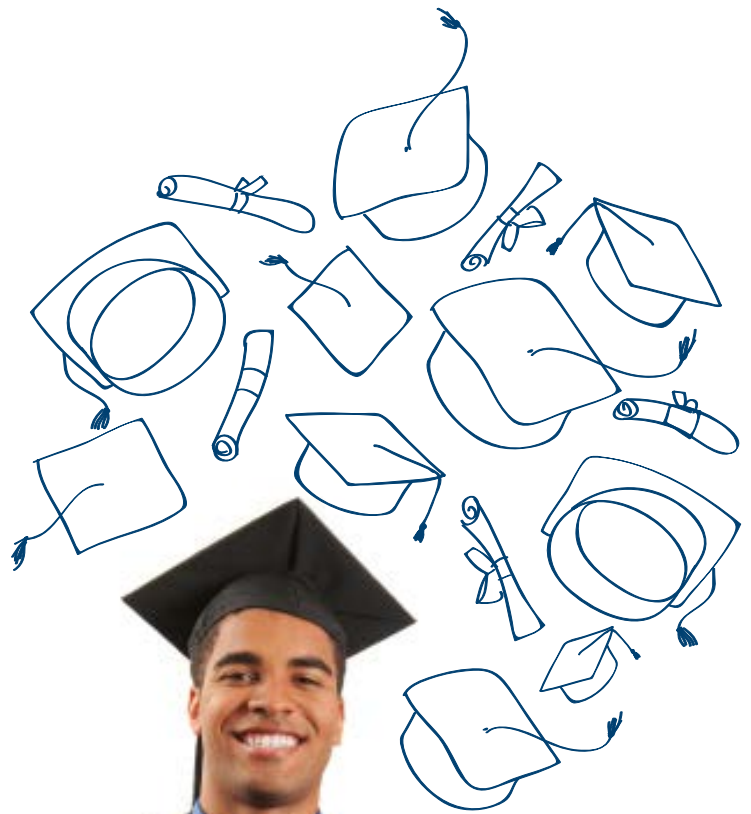
Call

Phone: (902) 424-4054

Fax: (902) 428-5828

Go online

Our web address is: <http://csp.ednet.ns.ca>



Enrollment Form

Personal Information

Include all contact information, your date of birth, and whether you are male or female.

Educational Status

Check the box that applies to you. You will need the approval of the organization listed next to your choice.

Payment

List your costs here. Indicate what method you will use to pay. If paying by credit card, the card number, cardholder's signature, and expiry date must be included here.

Signature

Sign and date the form. You must provide us with an original signature. Faxed forms with signatures cannot be accepted.

School Board/Agency Payment Approval

If the School Board or other agency will be paying all or part of your fees, you must have this approval so they can be billed for the correct amount.

Enrollment Approval

Unless you are 16+ and not attending school, you must have approval to enroll. Without it, your application cannot be processed. Ensure you have this before submitting it to Correspondence Study.

Return To

If paying cash, interac, or credit card you must visit our office to pay and submit the form. Cheque, and money order purchases can be mailed to us.

NOVA SCOTIA Education and Early Childhood Development		Correspondence Study Program Enrollment Form		Office Use	Billing	Date
<input type="checkbox"/> Cheque	<input type="checkbox"/> M/O	<input type="checkbox"/> Interac	<input type="checkbox"/> Cash	<input type="checkbox"/> Billing	<input type="checkbox"/> Visa	<input type="checkbox"/> M/C
NOTE: You cannot submit this form online. You can fill it in and save or print it.				Receipt #	Amount \$	
Student/Personal Information						
Name _____						
Address _____						Apt/Suite _____
City/Town _____						Province _____
Phone(home) _____			Cell _____	Postal Code _____		
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Age _____		Date of Birth (mm/dd/yyyy) / /		
Email _____						Fax _____
Educational Status (Grade 7 - 12)						
Choose One:		Type of Approval Required		Current/last public school attended		
<input type="checkbox"/> attending public school (any age)		- school administration		City _____ Province _____		
<input type="checkbox"/> not attending public school (+16)		- none		Highest grade completed _____		
<input type="checkbox"/> home schooling or under 16 and out of school		- regional education officer (must register for home schooling)		In what year? _____		
Have you ever been enrolled in Nova Scotia Correspondence Study Program before? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If yes, what was your Correspondence student number? _____						
Payment (list courses, texts, and payment)						
Course (s)	Cost	Textbook (s)	Cost			
	\$		\$			
	\$		\$			
	\$		\$			
	\$		\$			
Fee Totals: Courses \$ _____ Textbooks \$ _____ Out of Prov. \$ _____ TOTAL \$ _____						
Method of Payment						
<input type="checkbox"/> Personalized Cheque (payable to "Minister of Finance")		<input type="checkbox"/> Visa		<input type="checkbox"/> Interac*		Submitted by _____
<input type="checkbox"/> Money Order (payable to "Minister of Finance")		<input type="checkbox"/> MasterCard		<input type="checkbox"/> Cash*		<input type="checkbox"/> Mail <input type="checkbox"/> In person
* direct payment to our office in person only						
Credit Card Information (Visa and MasterCard only): Name as shown on credit card _____						
Card Number _____			Expiry Date / _____			
Cardholder address (if different from student address) _____						
Phone _____			Cardholder signature (original only - no copies) _____			
Student Signature						
Signature _____						Date _____

Do you have any disability or injury we should know about? Yes No If yes, please explain. _____

School Boards / Agency Approval Payment (if required)

School Board/ Agency: Please complete the following section indicating that you agree to pay part or all of the student's costs for the Correspondence Study Program. (Attach sheet for additional courses).

Correspondence Course (s)	Cost	Textbook (s)	Cost
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Fee Totals: Courses \$ _____ Textbooks \$ _____ Out of Prov. \$ _____ TOTAL \$ _____			

School board / Agency name and address for billing _____ Phone _____

Name of authorized official (please print) _____ Date _____

Authorized Signature _____

Enrollment Approval (attending school and home schoolers)

Principal, guidance counsellor, or regional education officer for home schooling: Please complete the following section indicating that you approve for this student's enrollment in the Correspondence Study course(s) requested. Reason for enrollment in the Correspondence Study Program (please check):

courses not available in the school the student is attending not attending school

requires course(s) to graduate disability (please specify and provide written documentation from a health professional)

illness _____

other (please specify) _____

Name of School _____ Address _____

Phone _____

Name of authorized official (please print) _____

Authorized Signature _____ Date _____

Return to **Inquiries**

Mailing Address	Office
Correspondence Study Program	Brunswick Place
Learning Resources and Technology Services	2021 Brunswick Street, 2nd Floor
Nova Scotia Department of Education and Early Childhood Development	Halifax NS B3K 2Y5
PO Box 578	Office hours: 8:30am to 4:30pm Monday through Friday (except holidays)
Halifax NS B3J 2S9	
Phone (902) 424-4054	Fax (902) 428-5828
	Internet http://csp.ednet.ns.ca

Important Information

To avoid delay Complete all sections in full and ensure you have proper approval (if required). If any portion of the relevant information is left blank, the application will be returned for completion. Student Signatures: Enrollment form must have original signature. Faxed signatures will not be accepted.



Education and Early Childhood Development

Correspondence Study Program Enrollment Form

NOTE: You cannot submit this form online. You can fill it in and save or print it.

<input type="checkbox"/> Office Use	<input type="checkbox"/> Billing	Date	<input type="text"/>
<input type="checkbox"/> Cheque	<input type="checkbox"/> Visa	Receipt #	<input type="text"/>
<input type="checkbox"/> M/O	<input type="checkbox"/> M/C	Amount \$	<input type="text"/>
<input type="checkbox"/> Interac	<input type="checkbox"/> Cash		

Student/Personal Information

Name _____

Address _____ Apt/Suite _____

City/Town _____ Province _____

Phone (home) - - Cell - - Postal Code _____

Male Female Age _____ Date of Birth (mm/dd/yyyy) / /

Email _____ Fax - -

Educational Status (Grade 7 - 12)

<u>Choose One:</u>	<u>Type of Approval Required</u>	Current/last public school attended
attending public school (any age)	- school administration	City _____ Province _____
not attending public school (+16)	- none	Highest grade completed _____
home schooling or under 16 and out of school	- regional education officer (must register for home schooling)	In what year? _____

Have you ever been enrolled in Nova Scotia Correspondence Study Program before? Yes No

If yes, what was your Correspondence student number? _____

Payment (list courses, texts, and payment)

Course (s)	Cost	Textbook (s)	Cost
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Fee Totals: Courses \$ _____ Textbooks \$ _____ Out of Prov. \$ _____ TOTAL \$ _____

Method of Payment

Personalized Cheque (payable to "Minister of Finance") Visa Interac* Submitted by

Money Order (payable to "Minister of Finance") MasterCard Cash* Mail In person

* direct payment to our office in person only

Credit Card Information (Visa and MasterCard only): Name as shown on credit card _____

Card Number _____ Expiry Date /

Cardholder address (if different from student address) _____

Phone - - Cardholder signature (original only - no copies) _____

Student Signature

Signature _____ Date _____

Do you have any disability or injury we should know about? Yes No If yes, please explain.

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Correspondence Course (s)	Cost	Textbook (s)	Cost
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Fee Totals: Courses \$ _____ Textbooks \$ _____ Out of Prov. \$ _____ TOTAL \$ _____

School board / Agency name and address for billing _____
Phone _____ - _____ - _____

Name of authorized official (please print) _____
Authorized Signature _____ Date _____

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Principal, guidance counsellor, or regional education officer for home schooling: Please complete the following section indicating that you approve for this student's enrollment in the Correspondence Study course(s) requested. Reason for enrollment in the Correspondence Study Program (please check):

- | | |
|---|---|
| <input type="checkbox"/> courses not available in the school the student is attending | <input type="checkbox"/> not attending school |
| <input type="checkbox"/> requires course(s) to graduate | <input type="checkbox"/> disability (please specify and provide written documentation from a health professional) |
| <input type="checkbox"/> illness | _____ |
| <input type="checkbox"/> other (please specify) _____ | _____ |

Name of School _____ Address _____
Phone _____ - _____ - _____

Name of authorized official (please print) _____
Authorized Signature _____ Date _____

Return to

Inquiries

Mailing Address

Correspondence Study Program
Learning Resources and Technology Services
Nova Scotia Department of Education and
Early Childhood Development
P.O Box 578
Halifax NS B3J 2S9

Office

Brunswick Place
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