SCHOOL DISTRICT NO. 73
(Kamloops - Thompson)

Career Connect Program

Student Application

Trades and Transitions
SCHOOL DISTRICT NO. 73
Career Development

Application Due to TNT Coordinator – April 9, 2027

(Please print legibly in blue or black ink.)

Date:

Current Grade:

Legal Name:
Legal First *Middle* *Legal Last*

Preferred Name(s):
First *Last*

Address:

City: Postal Code:

PO Box or
Mailing Address:

Home Phone:

Parent/Guardian 1
Email:

Parent/Guardian 2
Email:

Parent/Guardian Cell:

Student PEN: | | | | | | | | | |
9 digit number

Student Cell:

Home School:

*Personal
Student Email:

TNT Coordinator:

***TRU will register student using their personal email address (not SD73 gedu email or parent email address).**

Choose one semester:	**Fall (S1) ❒**	**Winter (S2) ❒**

Using the TRU Start Course Guide, select **two** courses

First Choice Course #1:		**Second Choice Course #1:**	
First Choice Course #2:		**Second Choice Course #2:**	

TRU Start Course List: https://lib.sd73.bc.ca/media/Default/medialib/tru-start-course-list-for-2027-2028-as-of-nov-4-2026.e8f72115794.pdf

TRU Start Course Guide: ***under review as of Nov. 4, 2026***

My child's demographic, medical, and permission status information has been updated with their home school in MyEd.	**❒ Yes**	**❒ No**
I authorize SD73 to share my child's learning, medical, and permission status information with Thompson Rivers University (TRU).	**❒ Yes**	**❒ No**
I allow SD73 to use any work or school related picture(s) of my child for the purpose of promotion and communication for the program.	**❒ Yes**	**❒ No**

Parent/Guardian Name (please print)

Parent/Guardian Signature

Keep a Copy

You are strongly encouraged to keep a copy of your application as well as all future forms, paperwork, and emails for your personal records.

Application Checklist

For assistance or more information, please contact your TNT Coordinator or Counsellor.

Deliver completed application package no later than **April 9, 2027,** to your TNT Coordinator.

	All items below are required:	**Page(s)**	**Completed & Attached**
1	Student Application Form	1	❒
2	Application Checklist – this page	2	❒
3	Career Connect Program Information *(kept by applicant)*	3	Student to keep
4	Consent for TRU to Release Personal Information Form (Third Party)	4	❒
5	TRU Key Policies	5	❒
6	Career Connect Program – Parent Statement Form	6-7	❒
7	Career Connect Program – Letter of Intent	8	❒
8	Career Connect Program – Research Activity	9	❒
9	Career Connect Program – Applicant Evaluation #1 – Teacher	10	❒
10	Career Connect Program – Applicant Evaluation #2 – Employer or Community Member	11	❒
11	Student Education / Transition Plan	12	❒
12	TNT Statement of Recommendation	13	❒
13	Career Connect Program – Interview Notes	14	❒
14	Career Connect Program – Applicant Profile	15	❒
15	Secondary Transcript, Attendance, and Conduct Reports *(TNT to obtain from admin/counselling)*		❒
	Government Issued Photo Identification Requirement **discussed** with TNT Coordinator	TNT Initials:	
	Estimated Career Connect Program Costs *(kept by applicant)*	16	**Student to keep**
	TRU Accessibility Services **discussed** with TNT Coordinator (if applicable)	TNT Initials:	
	TRU Accessibility Services Information sheet *(kept by applicant)*	17	**Student to keep**
	Career Connect Program Official Withdrawal Form *(kept by applicant)*	18	**Student to keep**

SCHOOL DISTRICT NO. 73
(Kamloops - Thompson)

Career Connect Program Information

Trades and Transitions
SCHOOL DISTRICT NO. 73
Career Development

The newly developed Career Connect Program is an exciting dual credit opportunity for grade 12 students to explore their future career goals while earning both high school and post-secondary credits. Students pair two TRU Start courses with volunteer work experience that matches their career interest. Students can participate in either Semester 1 or Semester 2. Depending on their timetable, students may be able to complete their TRU Start courses during the school day. Courses must be selected from the TRU Start Program and Course Booklet, and all Work Experience placements will be supported and monitored by the District Coordinator: Graduation and Career Pathways. Students will volunteer at a local community organization, business, or agency that aligns with their career interest. Career Connect is designed to help students gain valuable post-secondary and workplace experience before graduation.

Semester timetable = two TRU Start Courses + two SD73 Work Experience courses. *Students do not enroll in other high school courses while in the program.

To successfully complete the program, students must complete 200 hours in a volunteer placement.

Requirements:

- English 12, minimum B (73%)
- Meet TRU course requirements - see TRU Start Course Guide: *under review as of Nov. 4, 2026*
- Exemplary attendance record

*International and International Funding Eligible students are not eligible for the Career Connect Program.

Application Process	
April 9, 2027	Applications due to school TNT Coordinator.
By April 30, 2027	Students receive notification of acceptance from SD73 and provided a link to apply online with TRU and directed to select two courses and course times.
	In consultation with SD73 District Coordinator – Graduation & Career Pathways, students research and apply for volunteer position.
May 20, 2027	Deadline for students to apply online with TRU and to select their course and course time using the link provided by SD73.
May 2027	Once students submit selected course times to TRU, TRU will register students in courses. Students may not always get their 1st choice of course, depending on space available.
September 3, 2027	Ancillary fees due to TRU for Fall courses (tuition paid by SD73).
January 7, 2028	Ancillary fees due to TRU for Winter courses (tuition paid by SD73).

****Note** – Thompson Rivers University academic semester timeline does not align directly with SD73's. Student's may have high school courses that overlap with TRU Start courses and would need to plan accordingly.

Thompson Rivers University:
Fall Semester – September to December
Winter Semester – January to April

School District No. 73:
Fall Semester – September to January
Winter Semester – February to June

Consent to Release Personal Information Form (Third Party)

Enrolment Services
Old Main
805 TRU Way
Kamloops, BC, Canada V2C 0C8
tru.ca
Campus students: records@tru.ca
Open Learning students: student@tru.ca

Thompson Rivers University (TRU) collects, uses, and discloses personal information in accordance with the BC *Freedom of Information and Protection of Privacy Act (FIPPA)*. Pursuant to s.33(2)(c) of FIPPA, TRU is seeking your written consent to disclose personal information to a third party. This form will be kept on file in compliance to TRU's Records Retention Policy. Questions about this consent may be directed to the Privacy and Access Officer at **privacy@tru.ca** or 250-828-5012.

STUDENT PROVIDING CONSENT (PRINT CLEARLY)

SURNAME (legal)

FIRST NAME (legal) | FULL MIDDLE NAME(S) (legal)

TRU STUDENT NUMBER

DATE OF BIRTH (yyyy/mm/dd)

THIRD PARTY PERSONAL DATA (PRINT CLEARLY) (PARENT or GUARDIAN - PLEASE FILL IN THIS SECTION)

SURNAME (legal), FIRST NAME or AGENCY

PHONE

ADDRESS

EMAIL (optional)

I CONSENT TO THOMPSON RIVERS UNIVERSITY DISCLOSING THE FOLLOWING PERSONAL INFORMATION ABOUT ME TO THE THIRD PARTY IDENTIFIED ABOVE, FOR THE PURPOSES SET OUT ON THIS FORM.

STUDENT INFORMATION

- ☑ Academic status
- ☑ Convocation information
- ☑ Enrolment status information
- ☑ Grades
- ☑ Registration information (including current registration status)
- ☑ Special needs documentation/Disability accommodations
- ☑ Student account balance
- ☑ Student awards, scholarships, and bursaries
- ☑ Government student loan & grant information
- ☑ Tuition and fees assessment
- ☐ Other (specify) _____

STUDENT TRANSACTIONS

- ☑ Add/drop courses
- ☑ Pay fees
- ☑ Order transcripts, confirmation of enrolment letters, signed scholarship/RESP forms
- ☐ Other (specify) _____

PURPOSE(S) FOR DISCLOSURE

- ☑ To allow the above named third party to support me in my studies at TRU.
- ☑ To verify my enrolment with TRU.
- ☐ Other (specify) _____

DURATION

This waiver will be valid for the following period:

From: Date (yyyy/mm/dd) 2026/10/15

To: Date (yyyy/mm/dd) 2028/08/30

SIGNATURE

My consent is effective as of the date of signing (indicated below). I have read the above, understand it, and agree to it.

Your signature indicates that the information contained herein is accurate to the best of your knowledge. TRU considers a falsified consent form as fraud.

STUDENT SIGNATURE

DATE (yyyy/mm/dd)

This form will be kept on file in compliance with TRU's Records Retention Policy.
Completed form can be emailed to **records@tru.ca**, or delivered in person or by mail to the address above.

ENR25020

Key TRU Start Course(s) Policies

1. **Attendance/Performance** (Policy ED 03-1 http://www.tru.ca/__shared/assets/Policy_ED_03-135351.pdf)**:**
   Thompson Rivers University official attendance policy states that a student who misses the first two days of their course without prior arrangements with the instructor may be withdrawn from the course. A student is allowed no more than three unexcused absences (days) during the length of their post-secondary course (and two unexcused lates are counted as one unexcused absence). I acknowledge that I will be entering an adult learning environment, am prepared to undertake this responsibility, and I agree to adhere to these policies.

2. **Withdrawing & Tuition Fees** (Policy ED 03-0 – http://www.tru.ca/__shared/assets/Withdrawals5640.pdf):
   If a student withdraws from a TRU Start course, the student and parent/guardian must sign a SD73 course withdrawal form and deliver it to the high school-based TNT Coordinator. In addition, the student is to email admissions@tru.ca to notify them of their withdrawal. Failure to do either may result in the sponsoring school district invoicing the student for the balance of the tuition. Students who miss the withdrawal deadline will receive a grade of 'F' or 'DNC' on their university transcript unless they meet the criteria for withdrawal in extenuating circumstances. For important dates and deadlines, visit: https://www.tru.ca/current/enrolment-services/dates-deadlines.html under the "*Course Registration and Class Dates*" bullet.

   Students who miss the withdrawal deadline from a TRU Start course will not be eligible for any refund of ancillary/student fees and will still be responsible for any amounts outstanding on account. More information on this can be found at: https://www.tru.ca/current/enrolment-services/tuition/refunds.html, under the "*First-time limited or selective programs ($300 deposit)*" bullet. For a withdrawal due to extenuating circumstances, visit: https://www.tru.ca/current/enrolment-services/academic-records/withdrawals.html. I agree to adhere to these policies.

3. **Course Costs:**
   I understand that all fees related to my course, with the **exception of tuition**, are my responsibility. I am also aware that as a high school student, I am exempted from obtaining student aid funding. See above (Withdrawing & Tuition Fees) for more information regarding refunds and deadlines.

4. **Field Trips Abroad:**
   I understand that TRU may offer field trip opportunities and that those opportunities are not part of the TRU Start course agreed to with the School District and that the School District does not vet these trips or sponsor them.

5. **Release of Information:**
   I acknowledge that this application allows TRU to release personal and admissions-related information to various applicable entities. This information includes (but is not limited to), the release of Accuplacer exam results to my school district, as well as forwarding of transcripts directly to my school district.

6. **Accessibility Services Acknowledgment:**
   I acknowledge that I have read and understand the following:
   a) Students who have received prior accommodations at their high school for a **documented IEP** are **STRONGLY** recommended to contact the TRU Accessibility Services office **at least 3 months prior** to course start date at 250-828-5023 or as@tru.ca to explore available support options.
   b) Students are encouraged to discuss their transition to a post-secondary learning environment with their high school-based TNT Coordinator and home school support team.

By signing below, I acknowledge that we have read and agree to the policies stated above.

I, _____, have discussed these program policies with my
Parent/Guardian Name (please print)

child and give my permission for them to participate as a TRU Start Course(s) student.

_____ _____
Parent/Guardian Signature Date

Parent/Guardian - Statement of Readiness

Parent/Guardian Name: _____ Date: _____

The applicant has indicated an interest in enrolling in the Career Connect Program, a dual credit program, at TRU. Keeping in mind that they would be studying in an adult learning environment in which they are expected to be self-motivated, self-directed, and not reliant on others to assist in the organization of their learning activities, we ask you to comment on the following:

1. Why do you think your child should participate in the Career Connect Program?

_____

_____

_____

_____

2. Please comment on your child's suitability for a program that requires consistent attendance, effort, and ability to follow instructions.

_____

_____

_____

_____

Continued on next page…

Parent/guardian to initial each line.

I acknowledge:

Parent initials: ☐ My child will complete English 12 prior to the start of the Career Connect Program with a B (73%) minimum grade or equivalent. (If English 12 is not completed at time of application vetting, the English 11 mark must be a B (73%) minimum grade or equivalent.)

Parent initials: ☐ Tuition for the two TRU Start Courses in student's grade 12 year will be paid for by SD73. TRU will invoice SD73 approximately 3 months after start of program. Do not pay any charges listed as "tuition".

Parent initials: ☐ My child will be responsible for payment of other TRU fees such as: application fee, student (ancillary) and lab fees, textbooks, and other supplies as required by the program.
(See page 16 of application package for estimate.)

Parent initials: ☐ TRU Start Courses may occur during school hours, if the student's schedule allows.

Parent initials: ☐ My child must contact TRU Accessibility Services **3 months before** start of semester at TRU if they are on an IEP.
(See page 17 of application package for timeline.)

Parent initials: ☐ If my child withdraws from the program, they must withdraw from TRU using their myTRU student portal **and** submit a signed withdrawal form with their school TNT coordinator.
(See last page for withdrawal form.)

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(Kamloops - Thompson)

Career Connect Program – Letter of Intent

Trades and Transitions
SCHOOL DISTRICT NO. 73
Career Development

Student Name: _____ Date: _____

1. What is your Chosen Career (i.e. veterinarian assistant)?

   _____

2. According to the ***TRU Start Course Guide***, what Career Pathway does your Chosen Career align with? (i.e. veterinarian assistant – Health & Science)

   TRU Start Course List: https://lib.sd73.bc.ca/media/Default/medialib/tru-start-course-list-for-2027-2028-as-of-nov-4-2026.e8f72115794.pdf

   (TRU Start Course Guide under review, as of Nov. 4, 2026)

   - □ Business
   - □ Education, Human Service, & Liberal Arts
   - □ Health & Science
   - □ Tourism
   - □ Wildfire

3. Please outline your interest in the courses you have applied for, including how these courses might relate to future post-secondary and career goals, and explain why you should be considered for admission.

   _____

   _____

   _____

   _____

   _____

   _____

   _____

   _____

   _____

   _____

   _____

4. List places where you would like to volunteer to gain work experience that aligns with your listed Chosen Career (i.e. veterinarian assistant – SPCA, local veterinarian clinic).

   A. _____

   B. _____

   C. _____

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Career Connect Program - Research Activity

Trades and Transitions
SCHOOL DISTRICT NO. 73
Career Development

My Chosen Career is: _____

Based on your Chosen Career, please research the following questions:

1. Describe the career you are interested in.

_____

_____

_____

2. Please list the first-year courses required for that career or program at a university or college:

_____ _____ _____

_____ _____ _____

3. What high school courses would help you get into this career?

_____

_____

_____

_____

4. What salary can you expect to get from this career?

_____

_____

5. What is the “future potential” of this career in terms of employment? For example, will there be many jobs in this career in the future?

_____

_____

_____

_____

_____

6. Based on your research, are you still interested in this career? Why?

_____

_____

_____

_____

_____

Career Connect Program - Applicant Evaluation #1

(To be completed by a **Teacher**)

Applicant Name: _____ _____
Last (please print) First (please print)

School: _____

Scoring legend for each of the following categories: (**3 = Excellent; 2 = Good; 1 = Satisfactory**)	Student Score
1. Maturity	
2. Accuracy / ability to follow instructions	
3. Enthusiasm and interest	
4. Adaptable (adjusts to new situations)	
5. Follows through on assigned tasks	
6. Attendance	
7. Punctuality	
8. Shows motivation to learn new skills	
9. Ability to work independently	
10. Has positive attitude towards work	
11. Accepts constructive criticism	
12. Makes changes as a result of constructive criticism	
Total Score: (36 maximum)	

Evaluation completed by:

_____ _____
Teacher (Print Name) Course Taught

_____
(Signature)

_____
(Date)

Career Connect Program - Applicant Evaluation #2

(To be completed by an **Employer or Community Member**)

Applicant Name: _____ _____
Last (please print) First (please print)

School: _____

Scoring legend for each of the following categories: (**3 = Excellent; 2 = Good; 1 = Satisfactory**)	Student Score
1. Maturity	
2. Accuracy / ability to follow instructions	
3. Enthusiasm and interest	
4. Adaptable (adjusts to new situations)	
5. Follows through on assigned tasks	
6. Attendance	
7. Punctuality	
8. Shows motivation to learn new skills	
9. Ability to work independently	
10. Has positive attitude towards work	
11. Accepts constructive criticism	
12. Makes changes as a result of constructive criticism	
Total Score: (36 maximum)	

Evaluation completed by:

_____ _____
(Print Name) Relationship to Candidate

_____
(Signature)

_____
(Date)

□ Community Member or
□ Employer – Place of Employment:_____

SCHOOL DISTRICT NO. 73
(Kamloops - Thompson)

Student Education / Transition Plan

(To be completed yearly by TNT Coordinator and Student)

Trades and Transitions
SCHOOL DISTRICT NO. 73
Career Development

Student Name: _____ **Current Student Grade:** _____

Home School: _____ **Program Locations:** _____

Fall Semester **TRU Start Course: 1st Choice** _____ **2nd Choice** _____

Winter Semester **TRU Start Course: 1st Choice** _____ **2nd Choice** _____

Career Program: ____Career Connect_____

To graduate, student requires at least 80 credits

Grade 10 Courses:

Semester One	Semester Two

Grade 11 Courses:

Semester One	Semester Two

Grade 12 Courses:

Semester One	Semester Two

****TNT Coordinators - must use codes for course, not course name**

Student has a plan in place to meet Grad Requirements

Requirements
☐ 4 Credits Language Arts 10
☐ 4 Credits Math 10
☐ 4 Credits Social Studies 10
☐ 4 Credits Science 10
☐ 4 Credits Physical & Health Education 10
☐ 4 Credits Career Life Explorations
☐ 4 Credits Language Arts 11
☐ 4 Credits Social Studies 11 or 12
☐ 4 Credits Science 11 or 12
☐ 4 Credits Math 11 or 12
☐ 4 Credits Language Arts 12
☐ 4 Credits Career Life Connections 12
☐ 20 Credits of other electives (10,11, or 12)
☐ 4 elective Credits ADST or Arts Elective (10, 11, or 12)
☐ 8 Credits Gr 12 Electives
☐ Minimum 80 Credits

To be completed prior to program
☐ Literacy 10
☐ Numeracy 10
☐ Literacy 12
☐ Indigenous Focused Course

_____ _____

Student Signature *Date*

_____ _____

Parent/Guardian Signature *Date*

_____ _____

TNT Coordinator / Counsellor Signature *Date*

SCHOOL DISTRICT NO. 73
(Kamloops - Thompson)

TNT Statement of Recommendation

(To be completed by TNT Coordinator)

Trades and Transitions
SCHOOL DISTRICT NO. 73
Career Development

Thank you for completing the TNT Statement of Recommendation regarding the student named below. The information on this reference will be used to determine candidates for the Health Sciences Academy. A quality response to the general comments section is also important.

Applicant Name: _____ School: _____

TNT Name: _____ Date: _____

TNT Signature: _____

	POOR TO EXCELLENT									
	1	2	3	4	5	6	7	8	9	10
Interest – Does the applicant demonstrate a keen interest in the trade? Comments:	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
Aptitude – Do their hobbies and interests reflect an ability to do hands-on work? Comments:	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
Learning and Study Skills – Is the student prepared for the homework load? Has the applicant demonstrated effective learning and study skills? Comments:	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
Maturity – Does the applicant demonstrate a level of maturity suitable for a post-secondary environment? Comments:	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
Initiative / Motivation Comments:	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
General Comments:										

Score: Add 5 sections, divide by 5 = _____

SCHOOL DISTRICT NO. 73
(Kamloops - Thompson)

Career Connect Program - Interview Notes

(To be completed by TNT Coordinator)

Trades and Transitions
SCHOOL DISTRICT NO. 73
Career Development

Student Name: _____ **School:** _____

1. **Attendance : (If the student has been absent from school a significant number of days, please explain why.)**

_____

_____

_____

_____

2. **Conduct (Administration's student file):** {*0 = needs improvement, 5 = satisfactory, 10 = good*}
   - **include last 2 years**

_____

_____

_____

3. **TNT Coordinator Statement of Recommendation:** {*add 5 scores, divide by 5*}

_____

4. **Evaluations (using Evaluation #1 and #2**): {*sum of both evaluations / 72 x 10, round to 2 decimal places*}

_____

_____

5. **Does this student have an IEP?** ☐ **Yes** ☐ **No**

If **YES**, please ensure TNT Coordinator discusses with the student and Learning Support Teacher.

**Note: Calculation of grades is not required.*

Career Connect - Applicant Profile

(To be completed by the TNT Coordinator)

	Maximum Score	Student Score
1. Conduct (Administration's student file - past 24 months) (**0** = needs improvement, **5** = satisfactory, **10** = good)	10	
2. TNT Statement of Recommendation	10	
3. Evaluations (using Evaluation #1 and #2) (sum of both evaluations / 72 x 10, please round to 2 decimal places)	10.00	
4. Math 11 mark (attach most recent transcript):	%	X
5. English 11 mark (attach most recent transcript):	%	X
6. English 12 mark -course to be completed prior to start of program (attach most recent transcript):	%	X

School Requested Acceptance Conditions

(Confidential between school and district staff)

☐ Attendance	Comments:
☐ Behaviour	
☐ Other (Please describe in Comments box)	

TNT Coordinator/Career Counsellor Support

I ☐ **DO** / ☐ **DO NOT** **(check one)** recommend that _____
Applicant

be given consideration for placement into a Youth Train in Trades program at TRU.

TNT Coordinator/Counsellor Name: _____

Signature: _____ Date: _____

School Support

I ☐ **DO** / ☐ **DO NOT** **(check one)** recommend that _____
Applicant

be given consideration for placement into a Youth Train in Trades program at TRU.

Principal/Vice Principal Name: _____

Signature: _____ Date: _____

SCHOOL DISTRICT NO. 73
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Career Connect Program Fees

Trades and Transitions
SCHOOL DISTRICT NO. 73
Career Development

COURSE COSTS	OTHER COSTS
Tuition for Fall and Winter Semesters in student's grade 12 year is paid by SD73 to TRU. All other fees paid by student. **Student Fees** include application fee, learning guides and text books; safety gear (work boots, hard hats and safety glasses); uniforms (coveralls, aprons, leather gloves); tools (knives, sharpening stones, pruners, hand tools); classroom supplies (calculators, binders, paper, pens etc.) and Ancillary fees (includes athletic and recreation fee, enhancement fee, lab/studio fee, building fund fee, student union fee, Omega newspaper fee, Cariboo Child Care Society fee, radio station fee and Canadian Federation of Students fee) and other fees TRU deems applicable. This is an estimated cost based on the 2026-2027 year.	Application fee $34.23 Parking $5/6 per day or Pass Options

Cost per TRU Start Course:

• Tuition (SD73 pays)	495.30
• Student Fees (student pays)*	**242.18
• Books – on average (student pays)	150.00
Total	**$887.48**

* If a refund is required, please visit https://www.tru.ca/current/enrolment-services/tuition/refunds.html "*First-time limited or selective programs ($300 deposit*)" for TRU's policy.

**Does not include $23.49 per Lab/Studio if applicable for course.

For more details see tru.ca/programs

How to Access Accommodations Through Accessibility Services

Step 1
3 Months Before Start of Classes

Meet with an Advisor

Use the Student Services Portal to fill out the pre-registration online intake form. You will also need to schedule an appointment with an Accessibility Services Advisor to discuss your needs. Email studentservices@tru.ca or call 250-828-5023 to book an appointment.

Step 2
3 Months Before Start of Classes

Get Necessary Documentation

Acquire the documentation necessary for accessing the accommodations and/or funding that you discussed with your advisor.

Step 3
First Week of Classes

Send Accommodation Letter(s)

On-Campus Students: Send out your accommodation letter(s) by logging on to the Student Services Portal.
Open Learning Students: Contact exams@tru.ca with a copy of your accommodation letter(s) to access your quiz, midterm, and exam accommodations. You can download the accommodation letter from the Portal after sending it to your OLFM.
Law students: Contact an Accessibility Services advisor to send out your accommodation letters. Do not use the Student Services Portal.

Step 4
Second Week of Classes

Access your Approved Exam Accommodations

On-Campus Students: Book your midterms and tests with the Accessibility Services Test Centre.
Open Learning Students: Book your final exam accommodations with the Open Learning Exams department at least two weeks in advance. When you book your exam, download a copy of your accommodation letter from the Student Services Portal and email it to Open Learning Exams department for each course.

Step 5
During Classes

Access Accommodations

Make use of the accommodations for which you have been approved. Connect with the AS Learning Specialist and/or Assistive Technology Specialist.

Step 6

Continue Accessing

Remember to send out your accommodation letter(s) each semester using the Student Services Portal and continue the process!

Student Services Portal

Contact as@tru.ca for more information

Trades and Transitions
SCHOOL DISTRICT NO. 73
Career Development

Career Connect Program
Official Withdrawal Form

Student Name: _____**School:** _____

TRU Start Course #1: _____**TRU Start Course #2:** _____

Start Date of Courses: _____

Reason for Withdrawal:

_____

_____

□ **I have discussed this decision with my Trades & Transitions (TNT) Coordinator or School Counsellor or School Administration**

Name & Title: _____

Signature: _____

□ **I have discussed this decision with my Parents/Guardians**

Parent/Guardian Name: _____

Signature: _____

□ **I have withdrawn from the course(s) on myTRU account**

Thank you for submitting the withdrawal form. Your application will be removed from the program as of the date the SD73 Career Development Department receives your form.

Student Signature: _____ **Date:** _____

Please send completed forms to:

Angela Pinette apinette@sd73.bc.ca and Kerry Gairdner kgairdner@sd73.bc.ca of the Career Development Department. TNT Coordinators should keep a copy for their records.