SCHOOL DISTRICT NO. 73
(Kamloops - Thompson)

Health Care Assistant

TRU Start Program

Student Application

Trades and Transitions
SCHOOL DISTRICT NO. 73
Career Development

Application Due to TNT Coordinator – December 11, 2026

(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).**

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 **December 11, 2026,** 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	Consent for TRU to Release Personal Information Form (Third Party)	3	❒
4	TRU Key Policies	4	❒
5	TRU Start Program – Parent Statement Form	5-6	❒
6	TRU Start Program – Student Statement Form	7	❒
7	TRU Start Program – Research Activity	8	❒
8	TRU Start Program – Applicant Evaluation #1 – Teacher	9	❒
9	TRU Start Program – Applicant Evaluation #2 – Employer or Community Member	10	❒
10	Student Education / Transition Plan	11	❒
11	TNT Statement of Recommendation	12	❒
12	TRU Start Program – Interview Notes	13-14	❒
13	TRU Start Program – Applicant Profile	15	❒
14	Resume *(attach copy of student's resume)*		❒
15	Secondary Transcript, Attendance, and Conduct Reports *(TNT to obtain from admin/counselling)*		❒
	Government Issued Photo Identification Requirement **discussed** with TNT Coordinator	TNT Initials:	
	Health Care Assistant – Important Information *(kept by applicant)*	16	**Student to keep**
	Estimated Program Costs *(kept by applicant)*	17	**Student to keep**
	TRU Accessibility Services **discussed** with TNT Coordinator (if applicable)	TNT Initials:	
	TRU Accessibility Services Information sheet *(kept by applicant)*	18	**Student to keep**

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 Program 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 program without prior arrangements with the instructor may be withdrawn from the program. A student is allowed no more than three unexcused absences (days) during the length of their post-secondary program (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 program, the student and parent/guardian must sign a SD73 program 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 program 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. **Program Costs:**
   I understand that all fees related to my program, 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. I understand that I will pay a $300 **non-refundable** deposit to TRU, after being offered a seat in my program. This deposit reserves my seat and will be credited towards my student fees. 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 program 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 program 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 Program student.

_____ _____
Parent/Guardian Signature Date

SCHOOL DISTRICT NO. 73
(Kamloops - Thompson)

TRU Start Program - Parent Statement Form

Trades and Transitions
SCHOOL DISTRICT NO. 73
Career Development

Parent/Guardian - Statement of Readiness

Parent/Guardian Name: _____ Date: _____

The applicant has indicated an interest in enrolling in TRU Start, 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 TRU Start program?

_____

_____

_____

_____

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

_____

_____

_____

_____

Health Care Assistant Certificate:

- On campus
- Fall semester of student's grade 12 year (Sept – Feb)
  (Certification through practice experience in health care facilities can be completed once student turns 19 years of age)

For more information on program, visit tru.ca/programs.

Requirements:

1. Must meet graduation requirements for grade 12
2. English Studies 12 or English First Peoples 12 – recommend a minimum grade B (73%) or equivalent
3. Exemplary attendance record
4. Please visit https://www.tru.ca/nursing/programs/health-care-assistant-certificate/accepted.html for more requirements from TRU.

Continued on next page…

Parent/guardian to initial each line.

I acknowledge:

Parent initials: ☐ Tuition for 1st semester in the 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 17 of application package for estimates.)

Parent initials: ☐ A $300 **non-refundable** deposit is due to TRU after my child has been officially offered a seat by TRU and before June 1, 2027. This deposit reserves their seat in the program and will be used as credit towards their student fees.

Parent initials: ☐ My child may participate in extra-curricular activities at their home school outside of classroom hours.

Parent initials: ☐ To receive certification, my child will need to complete their practice experience after they have turned 19 years of age. (Tuition and other fees for practice experience are to be paid by the student.)

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

SCHOOL DISTRICT NO. 73
(Kamloops - Thompson)

TRU Start Program – Student Statement Form

Trades and Transitions
SCHOOL DISTRICT NO. 73
Career Development

Student - Statement of Commitment

Student Name: _____ Date: _____

1. What have you done to prepare yourself for study and work in this career program? (e.g., related jobs, volunteer experience, extra-curricular activities, courses, reading, interviews with people, job shadows).

   _____

   _____

   _____

2. Explain the skills and talents you have that will help you to succeed in this program.

   _____

   _____

   _____

3. What are the first-year courses in this program?

   _____ _____ _____ _____ _____

   _____ _____ _____ _____ _____

4. Attendance is critical to your success in this program. If you have been absent from school for a significant number of days, please explain why.

   _____

   _____

   _____

5. With limited seats available, please describe why you are a good candidate for the TRU Start Program?

   _____

   _____

   _____

SCHOOL DISTRICT NO. 73
(Kamloops - Thompson)

TRU Start Program - Research Activity

Trades and Transitions
SCHOOL DISTRICT NO. 73
Career Development

My career goal is: _____

Based on your career goals, please research the following questions:

1. Describe the career you are interested in and why.

_____

_____

_____

_____

2. Explain how your interest in this career developed. Discuss any experiences that have influenced your decision.

_____

_____

_____

_____

_____

_____

_____

3. What are some of the jobs/tasks you would do in 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 trade in the future?

_____

_____

TRU Start 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)

TRU Start 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: _____ **Career Program:** _____

Dates of Program: _____ **Location of Program:** _____

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 course codes for program, 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 TRU Start programs. 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)

TRU Start 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 TRU Accessibility Services with the student and Learning Support Teacher.

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 program start date at 250-828-5023 or as@tru.ca to explore available support options.

6. **Calculation for Grades based on the <u>8 most recently completed courses</u>:**

Course Name	Course Grades
Example: ***English 10***	***86%***
	1.
	2.
	3.
	4.
	5.
	6.
	7.
	8.
{% average of the 8 courses / 100 x 10, round to 2 decimal places} **Score:**	

TRU Start Program - 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. Course Grades (Based Upon Most Recent 8 Completed Courses) (% average of last 2 complete semesters / number of courses)	10.00	
4. Evaluations (using Evaluation #1 and #2) (sum of both evaluations / 72 x 10, please round to 2 decimal places)	10.00	

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
(Kamloops - Thompson)

Health Care Assistant – Important Information

Trades and Transitions
SCHOOL DISTRICT NO. 73
Career Development

Admission Criteria

- Meet SD73 and TRU requirements
- English Studies 12 or English First Peoples 12, recommend a minimum of 73%
- Exemplary attendance record
- Please visit https://www.tru.ca/nursing/programs/health-care-assistant-certificate/accepted.html for more requirements from TRU.

*International and International Funding Eligible students are not eligible for a TRU Start program with SD73.

****Note:** Program takes place during first semester of student's grade 12 year (Sept – Feb). Certification through practice experience in health care facilities can be completed once student turns 19 years of age. (Tuition and other fees for practice experience are the student's responsibility.)

Application Process	
December 11, 2026	Application due to school TNT Coordinator.
mid-March 2027	Student receives notification of acceptance from SD73.
If accepted by SD73:	
mid-March 2027	Acceptance letter will be emailed to student's personal email address. In the acceptance letter from SD73, student will receive a link to apply online with TRU and/or further instructions.
March-April 2027	TRU Admission will send introduction letter to grade 11 students. *(Students to monitor their personal email.)*
April 9, 2026	Deadline for grade 11 students to apply online with TRU using the link provided by SD73.
After student applies online with TRU	TRU Admission will send seat offer letter to student and $300 deposit will be charged to the student's myTRU student portal. *(Students to monitor their personal email.)*
June 1, 2027	$300 non-refundable deposit to be paid to TRU by student to reserve seat in program. *(Deposit will go towards ancillary fees to be paid by student.)*
September 3, 2027	Fall term ancillary fees to be paid in full by student to TRU *(tuition paid by SD73).*
January 7, 2028	Winter term ancillary fees to be paid in full by student to TRU *(tuition paid by SD73).*

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 program start date by phone at 250-828-5023 or by email at as@tru.ca to explore available support options. Visit https://www.tru.ca/current/academic-supports/as.html for more information.

Please keep this sheet for your reference.

SCHOOL DISTRICT NO. 73
(Kamloops -Thompson)

Program Costs for TRU Start Program

Trades and Transitions
SCHOOL DISTRICT NO. 73
Career Development

PROGRAM 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 2025-2026 year.	Application fee $34.23 Parking $5/6 per day or Pass Options
TRUSU - Health and Dental: Student: $248 (Opt-Out 30 days prior to start)	

Combined program cost estimates for Fall Semester of grade 12**:

Health Care Assistant Certificate

- Tuition (SD73 pays) 3 068.55
- Student Fees (student pays)* 1 265.15

Total **$4 333.70**

*A $300 non-refundable deposit is due to TRU after the student has been officially offered a seat by TRU and before June 1, 2027. This deposit reserves their seat in the program and will be used as credit towards their student fees. 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.

**Certification through practice experience in health care facilities can be completed once student turns 19 years of age. Tuition and other fees for practice experience are to be paid by the student.

For more details on program information 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