



## **Supplemental Package for The Community Integration Through Cooperative Education (CICE) Program**

Thank you for your interest in St. Clair College's Community Integration through Co-operative Education Program (CICE). The CICE program is designed to provide individuals with disabilities and other significant learning challenges the opportunity to experience college life and enhance their employability, academic and social skills.

This package of information is part of the application process for this program. We have already received your college application and now require additional information to help in our selection of students.

Please complete this package and **email it to our program coordinator, [Stephanie DeFranceschi](mailto:sdefranceschi@stclaircollege.ca) at [sdefranceschi@stclaircollege.ca](mailto:sdefranceschi@stclaircollege.ca) by February 1, 2022** so that you may be considered for an interview.

Please use the check list below to ensure **the following documents are attached to the email along with this package:**

- ✓ Attach Updated Resume. Please ensure **3 References** with contact information is included (PDF, Word only)
- ✓ Attach IEP (PDF, Word only)
- ✓ Attach Psycho-Educational Report, if available (PDF, Word only)

All information will be held in the strictest confidence in accordance with Freedom of Information legislation. Please do not send us original documents, as we will need to keep them on file.

**APPLICANT INFORMATION**

Last Name\*

First Name \*

Middle Name

**CONTACT INFORMATION**

Email is our primary source of communication. **Please provide an email address below that you check on a regular basis.** Please do not use your high school email address as that will eventually expire.

Email Address \*

Mailing Address:

Street Number

Street Name

Apartment Number

City

Province

Postal Code

Home Phone Number

Alternate Phone Number

**EDUCATIONAL HISTORY**

Please check off all that apply\*

I graduated from high school with a(n)

Certificate of Achievement

Ontario Secondary School Certificate (OSSC)

Other (please specify)

**ADMISSION CRITERIA**

Intellectual/Developmental Disability\*

*\*Please Note: This supplemental package MUST be accompanied by a copy of documentation which confirms an intellectual developmental disability. An example would be an Individual Education Plan (IEP). Without the accompanying document, the application for the CICE Program cannot be processed.*

**CONSENT**

**CONSENT TO OBTAIN, RELEASE AND/OR EXCHANGE INFORMATION\***

I, (PRINT NAME) \_\_\_\_\_, authorize St. Clair College to obtain, release and/or exchange information with the below named individual, agent(s) or agency(ies) regarding my grades, attendance and any other appropriate information relating to my schooling at St. Clair College which may be legitimately required (in accordance with the *Freedom of Information and Protection of Privacy Act, R.S.O. 1990*).

*I understand that this consent to share information starts when I apply to the College’s CICE Program and ends upon graduation or withdrawal from the CICE program.*

Yes	No	Support/Program	Print Their Name(s) Below
<input type="checkbox"/>	<input type="checkbox"/>	Parents/Guardians/Trustee	_____
<input type="checkbox"/>	<input type="checkbox"/>	Parents/Guardians/Trustee	_____
<input type="checkbox"/>	<input type="checkbox"/>	Community Support Person(s)	_____
<input type="checkbox"/>	<input type="checkbox"/>	St. Clair College	
<input type="checkbox"/>	<input type="checkbox"/>	St. Clair College Financial Aid/OSAP	
<input type="checkbox"/>	<input type="checkbox"/>	St. Clair College – Student Services	

**Privacy of Records** - A student has a right to the privacy of his/her academic, non-academic and disciplinary records and the right personally to examine such records, from time to time, including the right to challenge the accuracy or presence of any entry on his/her records and the right to be notified, in writing, in the event of adverse information being placed in his/her official file.

**Release of Information** - A student has a right to expect that personal information will not be released to anyone, without the prior written consent of the individual concerned and that any disclosure will comply with the appropriate provisions of the *Freedom of Information and Protection of Privacy Act, R.S.O. 1990 (Section 41 & 42)*. Grades/evaluation will not be posted by

