

**COLUMBIA COLLEGE
STUDENT SERVICES DEPARTMENT
STUDENTS NOT SEEKING EMPLOYMENT**

NOTE:	Clarification of Terms
Must; Shall; Will:	These words or phrases indicate actions or activities that are <i>essential</i> or <i>mandatory</i> .
Should:	This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory.
May or Could; Can:	These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.

Private institutions offering programs licensed under the “Private Vocational Schools Act” are required to report to Alberta Learning the graduation rate for all students and the job placement rate of all graduates.

When a prospective student is not seeking employment, this form should be completed and signed prior to commencement of studies. Completion of this form allows the institution to remove you from the calculation of the job placement rate for this program.

It is my intention to enroll in _____
(name of licensed program)

at _____
(name of institution)

I am not taking this program to prepare for employment upon graduation.

I have not made and do not intend to apply for student financial assistance from any government department or agency to attend this program.

Student’s Name (please print) _____

Student’s Signature _____

Signature of Institution Authority _____

Institution Location _____

Date _____