

## SSRCE/NSCC Foundations in Education Support (FEDS) Program - Letter of Support Process

In order to apply to NSCC for the FEDS program, you must obtain a Letter of Support from SSRCE.

### Process:

1. Express interest in obtaining Letter of Support for FEDS Program, through Nadine Murray-Mailman ([NMurray-Mailman@ssrce.ca](mailto:NMurray-Mailman@ssrce.ca)), SSRCE HR Confidential Admin Assistant.
2. Instruction and forms needed to obtain the following, will be emailed to you.
  - a. Evidence of Grade 12 completion. (Either a transcript or a copy of the high school completion certificate.)
  - b. Criminal Record Check from RCMP and/or town police. (Under normal circumstances, this check takes two weeks to be completed.)
  - c. Child Abuse Check from Community Services. (Under normal circumstances, this check takes three to four weeks to be completed.)

\* SSRCE requires the originals of these completed/checked forms and they must be no more than three months old.
3. Return above items a-c to SSRCE HR (Nadine Murray-Mailman).
4. Upon completion, the Letter of Support will be given to the potential student, and a copy of the letter will be emailed to Susan Sanford.