

March 6<sup>th</sup>, 2012

Dear Student,

Project ADVANCE is a **2-week summer institute** which prepares students with specific learning disabilities for success in their post-secondary studies – **regardless of where they are studying in the fall. Students do not need to be attending York.** This initiative is offered through the Learning Disability Services at York University and is funded by the *Ministry of Training, Colleges and Universities, Government of Ontario*\* At Project ADVANCE, students with learning disabilities learn about academic strategies, study and life skills, assistive technologies, and the availability of campus support. In addition, students have the opportunity to examine their individual areas of academic strength and weakness as they relate to the challenges of university studies.

This summer, Project ADVANCE is scheduled to run for 2 separate sessions:

- 1) Tuesday July 3<sup>rd</sup> – Friday, July 13<sup>th</sup>, 2012  
OR
- 2) Monday, August 20<sup>th</sup> – Thursday, August 30<sup>th</sup>, 2012

The program will operate from 9:00 - 4:00pm, until 3:30pm on Fridays when offered at the Keele Campus of York University, Toronto, Ontario. Project ADVANCE offers an integrated curriculum designed to increase competence and self-efficacy for students with learning disabilities. The curriculum includes: self-advocacy training; reading and writing strategies for university level materials; computer skills (including exposure to on-line learning environments) adaptive technologies; study and note-taking skills; test-taking and memory strategies; as well as time and stress management.

If you are interested in attending Project ADVANCE, please complete the application package which can be found on-line at: [http://www.yorku.ca/cds/lds/project\\_advance\\_request\\_form.php](http://www.yorku.ca/cds/lds/project_advance_request_form.php) . A \$200 refundable registration fee is required. This fee will be returned to you pending an 80% attendance record. Please send your completed application package to:

Maureen Haig, B.Ed., M.A.  
Manager, Learning Disability Services  
W128 Bennett Centre for Student Services  
York University, 4700 Keele Street  
Toronto, Ontario, M3J 1P3  
Telephone: 416-736-2100 (extension 66011)  
FAX: 416-736-5565  
E-mail: [maureen@yorku.ca](mailto:maureen@yorku.ca)

Applications should arrive in their entirety prior to **June 13<sup>th</sup> 2012. Space is limited and sessions might fill so we encourage you to apply well before the deadline date.** Acceptance letters will be mailed on a continuous basis when application forms are received. Should you have any questions concerning your application, please contact me. I look forward to hearing from you.

Sincerely,

Maureen Haig, B.Ed., M.A.  
Coordinator, Project ADVANCE  
Manager, Learning Disability Services

\* We anticipate that Project ADVANCE will be offered as planned for the summer of 2012. However, at the time of printing, funding has not been confirmed by the Ontario Ministry of Training, Colleges and Universities.

**Project ADVANCE  
Summer Program Application Face sheet**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

E-mail Address \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: Daytime: \_\_\_\_\_

Evenings: \_\_\_\_\_

My first choice is to attend the (Circle one):

July (first two weeks) Session

August (last 2 weeks) Session

I am a resident of Ontario      Y                      N                      (Circle one)

In September 2012, I Plan to attend: \_\_\_\_\_  
(Name of University/College)

At university/college, I plan to major in: \_\_\_\_\_  
(State area(s) of study)

**Project ADVANCE - Application Checklist**  
**Your Application MUST Contain:**

<b>Description</b>	<b>Included in Package</b>
<b>A copy of the psycho-educational report which documents your diagnosed learning disability</b>	_____
<b>A copy of the Informed consent form Available on-line at <a href="http://www.yorku.ca/cds/lids">http://www.yorku.ca/cds/lids</a></b>	_____
<b>A copy of your high school transcripts which documents your grade average of 65% or higher</b>	_____
<b>A letter of recommendation from an educator at your high school</b>	_____
<b>A personal statement of 250-500 words indicating why you want to attend ADVANCE and what goals you hope to accomplish</b>	_____
<b>A signed consent form indicating that you wish to participate in Project ADVANCE</b>	_____
<b>A signed consent form from your parent(s) or legal guardian supporting your participation in Project ADVANCE (for students under 18 years of age)</b>	_____
<b>Documentation that you have had a physical examination within the past 6 months, indicating any special medical conditions and/or allergies (this report must be signed by your physician)</b>	_____
<b>A \$200 cheque or money order payable to Project ADVANCE, York University (refundable pending an 80% attendance record)</b>	_____

**Project ADVANCE - Learning Disability Services  
York University  
Informed Consent - Project ADVANCE Student**

## **Policy Statement**

Project ADVANCE is a 2-week summer institute which prepares students with specific learning disabilities for the transition from high school to university studies. This initiative is offered through Learning Disability Services at York University and is funded by the *Learning Opportunities Task Force, Ministry of Training, Colleges and Universities, Government of Ontario*. As such, Project ADVANCE follows the policies and procedures of the Learning Disability Services (LDS), a unit within the Counselling and Disability Services (CDS) at York University. As a student associated with the Learning Disability Services, your participation in Project ADVANCE is purely on a voluntary basis and students are free to discontinue their involvement with the Program at any time. The information provided below provides details regarding policies and procedures of the Learning Disability Services. Please read it carefully and sign it as an acknowledgement that you have done so. If you have any questions or concerns after reading this document, please discuss them with the co-ordinator of Project ADVANCE.

## **Service Mandate**

Project ADVANCE provides intensive preparation to support students with learning disabilities in their transition from high school to university studies. LDS recognizes the diversity of the university community as a source of excellence, enrichment, and strength. LDS affirms its commitment to human rights, and in particular to the principle that every member of the York community has a right to equitable treatment without harassment or discrimination on the grounds prohibited by the *Ontario Human Rights Code*, including *race, ancestry, place of origin, citizenship, creed, sex, sexual orientation, age, marital status, or disability*.

## **Privacy of Information**

Our clients' personal information is held in utmost confidence, as set out in the attached CDS Client Privacy Statement. Personal information is maintained and disposed of in a secure manner, in compliance with relevant privacy legislation. Electronic files are stored in an encrypted database.

## **Flow of Information**

Client records are maintained in locked file cabinets in CDS. Occasionally, consultation may be necessary between Disability Services staff and other professional staff within CDS. This sharing of relevant information may result in other staff in CDS sometimes having access to the information in the client's Disability Services file. All staff who do have access to Disability

Services files are required to maintain strict levels of confidentiality as outlined above and to refer only to information relevant to the services they are providing.

The staff in Disability Services has access to the *York University Student Information System*, including student grade records. In an attempt to monitor the progress of students registered with Disability Services, the academic performance record of all students may be periodically verified.

**Please sign below to affirm that you have read and received a copy of these Policies and Procedures and the CDS Client Privacy Statement.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Project ADVANCE - Learning Disability Services  
York University  
Informed Consent - Project ADVANCE Parent**

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**Privacy of Information**

All aspects of your involvement in LDS are held in confidence. Personally identifiable information regarding individuals using our services is not released without the prior written permission of the student. As an exception to this, staff members are legally and ethically required to take responsible action (including the possible disclosure of confidential information) in four kinds of circumstances:

1. If students indicate that they or another person may be a danger to themselves or others
2. In cases of apparent, suspected or potential child abuse
3. If students report sexual abuse on the part of a health care professional
4. When the court issues a subpoena for records or testimony

At the request of student and their informed signed consent, we will send a report to or speak with designated individuals.

### **Flow of Information**

Student records are maintained in locked file cabinets in LDS offices. The teaching staff of Project ADVANCE will have access to relevant educational information contained in the files to assist in lesson-planning. Occasionally, consultation between Project ADVANCE staff and LDS consultants may be necessary and relevant information may be shared. All staff members with access to student files are required to maintain strict levels of confidentiality as outlined in the previous section and to refer only to information relevant to the services they are providing.

### **Program Evaluation**

The primary goal of Project ADVANCE is to improve the "academic preparedness" of students with learning disabilities, thereby increasing the probability of academic success of students who choose to attend university. Research and program evaluation are important aspects of Project ADVANCE, ensuring high standards of program effectiveness and ongoing program development. Students who participate in Project ADVANCE will provide invaluable information regarding the efficacy of the program as well as directions for future intervention. The information you provide will be summarized and will be available to the *Learning Opportunities Task Force, Ministry of Training, Colleges and Universities, Government of Ontario*. As a research participant, your identity will be kept confidential and will not be associated with any data you provide. **Your signature on this form indicates that you agree to your daughter/son participating in the research components of Project ADVANCE.**

Please sign below to affirm that you have read this policy statement. Any questions or concerns should be addressed to the co-ordinator of Project ADVANCE.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_