



Policy	#4-17
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Administrator Responsible:	VP, Student & Educational Services & Planning

ADMISSION

POLICY STATEMENT

North Island College will admit qualified applicants, both domestic and international, in a consistent manner according to approved admission requirements identified in the College's calendar.

PURPOSE STATEMENT

North Island College will apply a consistent process for admitting applicants while recognizing the diverse needs of applicants and approved community partners. The College will facilitate admission of applicants in a manner that balances the timely processing of applications with the goals of the College to maximize enrollments.

PRINCIPLES

1. North Island College will establish general and program specific admission requirements that will optimize students' access to a program of study and that will promote student success.
2. To be admitted to the College, an applicant must be 18 years of age or older within the calendar year in which they will be studying or meet the underage admission requirements as outlined in the Underage Admission Procedures available in the Office of the Registrar.
3. To be considered an applicant, an individual must pay a non refundable application fee and complete a North Island College application form that indicates their intended program of study.
4. North Island College may set application deadlines.
5. North Island College will review the application to determine if the applicant is qualified, conditionally qualified or not qualified. Applicants will be informed in writing either by regular mail or electronically.

6. North Island College will normally accept program applications no more than 11 months in advance of the program start date. Exceptions will be identified in the College calendar posted on the College website.
7. This policy applies to all domestic and international applicants seeking admission to North Island College credentialed programs. Programs specifically intended to prepare students for direct entry into programs at other institutions, including dual admission at partner institutions, shall be governed by the admission requirements of those institutions or as outlined in specific agreements with North Island College.
8. North Island College, through the Office of the Registrar, reserves the right to make final admissions decisions for all students.
9. North Island College is committed to the success of Aboriginal students and will provide opportunities for priority admission to increase Aboriginal participation and enrolment at North Island College.
10. North Island College encourages the admission of international students where such admission does not displace domestic students who have applied by the application deadline; where unused capacity exists or where capacity can be increased.
11. North Island College is committed to meeting the diverse needs of its communities and may therefore reserve program seats for approved community partners.
12. North Island College normally offers program seats to qualified applicants on a 'first qualified, first invited' basis, based on the date and time that the applicant meets all admission requirements. Exceptions may include programs with identified selective admissions criteria, or where there is identified priority admission for Aboriginal applicants or reserved seating agreements with community partners.

DEFINITIONS:

Application Deadline

A deadline before which domestic applicants must apply to limited entry programs in order to be considered for admission prior to international applicants being considered for those same programs, and/or a deadline before which domestic applicants must apply in order to be considered for admission to programs with selective admission criteria.

Approved Community Partner

A sponsor or community group with whom the College has an established Memorandum of Understanding (MOU) or Statement of Terms. A community partner may also include College Divisions (e.g. International Education).

Conditionally Qualified Applicant

An otherwise qualified applicant who has submitted proof of current registration and has been provided with timelines for successful completion of the remaining admission requirements for the program.

Credentialed program

A program for which a certificate, diploma or degree is granted once all program requirements are met.

Department

Faculty, staff and administrators associated with a particular discipline or program area (e.g. the Nursing Department, Trades Department, and Fine Arts Department).

Domestic Applicant

An applicant who is in possession of documentation confirming their legal status as a Canadian citizen, a permanent resident, or a convention refugee.

Exchange Student

A student attending North Island College as a participant in a formal exchange agreement with another institution.

International Applicant

An applicant who is not a domestic applicant and meets the guidelines established by *Citizenship and Immigration* Canada for international students studying in Canada.

Invited Applicant

A qualified or conditionally qualified applicant who has been offered a seat in a program of study.

Letter of Permission

A letter issued from the Registrar (or designate) from a student's home institution providing advanced permission to take a course or courses at another accredited institution for transfer credits towards their credential at their home institution.

Limited Entry Program

A program with a limited number of seats per intake.

Not qualified applicant

An applicant who has not met the criteria to be qualified or conditionally qualified for a program.

Priority Admission

A specific number or percentage of seats in a specified program set aside by a department for qualified Aboriginal applicants.

Proof of permission to study in Canada as an international student

A visitor's visa and/or a study permit, depending on the length of study, as outlined on the Canadian Government Study in Canada website.

Qualified Applicant

An applicant who has provided all required documentation and successfully meets the admission requirements for the program to which they have applied.

Reserved Seating

A specific number or percentage of seats in a specific program set aside by a department in accordance with an established Statement of Terms or MOU between the College and a community partner.

Selective Admission Program

A program for which seats are filled based on approved selection criteria. Such criteria may include, but are not limited to, assessment, portfolio, interview, grade point average.

Unused Capacity

Seats that remain available in a program after the application deadline.

Visiting Student

A student who is enrolled at another accredited post-secondary institution and is taking courses from North Island College to gain credit toward a credential at their home institution.

GUIDELINES:

1. Admission requirements for each program are approved by Education Council, applied by the Office of the Registrar, and listed in the College calendar posted on the College website.
2. Admission requirements will be consistently applied in accordance with the established procedures included as Appendix A in this policy.
3. Application deadlines will be set for limited entry programs to prioritize admission of domestic applicants and to provide timelines for programs with selective admission criteria. Normally, the application deadline for September start will be five (5) months prior to the program start date. Normally, the application deadline for January start will be three (3) months prior to the program start date. Application deadlines will be identified in the attached procedures, and posted on the College website.
4. Domestic applications received by the application deadline do not guarantee admission.
5. International applicants who have applied to limited entry programs will be considered after the application deadline on an equal basis with late domestic applicants if unused capacity exists.

6. Applicants invited to programs will be provided with registration instructions. North Island College will post the Registration policy and procedures on the College website.
7. North Island College will uphold the principles of privacy in accordance with the *BC Freedom of Information and Protection of Privacy Act*.

PROCEDURES

North Island College will post procedures outlining the implementation of this policy on the College website. These procedures are also included as Appendix A to this policy.

CROSS REFERENCE

Freedom of Information Protection of Privacy Policy #1-01
Fees and Refunds Policy #4-04
Registration Policy #4-09

Appendix A Procedures

1. General Admission

- 1.1 To be admitted to the College, an applicant must qualify as either a domestic applicant or an international applicant. Where students are not Canadian citizens they need to provide the following documentation, as applicable, as part of their application:
- Proof of permanent resident status
 - Proof of convention refugee status
 - Proof of permission to study in Canada as an international student
- 1.2 North Island College programs have admission requirements listed in the College calendar posted on the College website. Applicants must satisfy these requirements before they are eligible to be invited to the program.
- 1.3 To be considered an applicant, individuals must pay a non-refundable application fee and complete the North Island College application form, indicating their intended program of study. An application is considered complete when proof of all listed admission requirements are submitted to the College for review. Application forms and fees will differ between domestic and international students and will be posted on the North Island College website.
- 1.4 To be admitted to the College, an applicant must be 18 years of age or older within the calendar year they will be starting studies at North Island College (January to December) or meet the underage admission requirements as outlined in the Underage Admission Procedures available in the Office of the Registrar.
- 1.5 Secondary School students may apply and be considered as a dual credit student based on the same principles and guidelines as all applicants, provided they have met the expectations set in the relevant Dual Credit Admission packages available in the Office of the Registrar.
- 1.6 Applicants will be informed by the College as to their application status in writing either by regular mail or electronically.

2. Application Deadlines

- 2.1 North Island College has established application deadlines for domestic students applying to limited entry programs. This deadline will be set in order to prioritize admission of domestic applicants and to provide timelines for programs with selective admission criteria. Normally, the application deadline for September start will be March 31st. Normally, the application deadline for January start will be September 30th. Programs

with different start dates and application deadlines will be posted in the College calendar on the College website.

2.2 All applications received after the deadline will be considered late applications, but may still be processed if unused capacity exists.

2.3 Domestic applications to programs without selective admission criteria will be processed as received in accordance with the College's requirements for admission regardless of application deadlines.

2.4 International applications to limited entry programs are eligible for processing after the application deadline on an equal basis with domestic applicants if unused capacity exists. For all programs not considered limited entry, or where there is a reserved seating agreement in place to increase capacity, international applications will be processed when received.

3. Qualified Applicants

3.1 After an applicant has provided proof of meeting all admission requirements, the applicant will be considered qualified. A qualified applicant is not guaranteed admission. For most programs, qualified applications received prior to the application deadline will be invited on a "first qualified, first invited" basis, based on the date and time that the applicant meets all admission requirements. In the event that two applicants have an identical qualified date and time, the College will use the application date and time to break the tie. Exceptions to the 'first qualified, first invited' principle may include:

- a) Programs with selective admission based on selection criteria developed by the Dean or Director of the program area, in collaboration with the Department, and approved by Education Council. Selective admission programs are identified in the College calendar posted on the College website.
- b) Priority Admission in specified programs for Aboriginal applicants. Priority Admission procedures and capacity will be determined by the Dean or Director of each program area, in collaboration with the Department, and must be in accordance with the College's current Strategic Plan.
- c) Reserved seating for approved community partners. Reserved seating procedures and capacity will be determined by the Dean or Director of each program area, in collaboration with the Department, and must be in accordance with the College's current Strategic Plan.

4. Conditionally Qualified Applicants

- 4.1 Conditional invitation to a program may be possible for applicants not able to provide proof of completed program admission requirements by the specified application deadline. An applicant must submit proof of current registration for their in-progress admission requirements in order to be conditionally invited. Changes in this registration may void the offer of conditional invitation.
- 4.2 All conditionally qualified applicants must show proof of completion of all conditions of acceptance by the deadline stated in their letter of conditional invitation. Failure to do so may result in the applicant being displaced by a fully qualified applicant.
- 4.3 When the expected completion date of the applicant's conditions of acceptance is later than the final fee payment deadline or 30 days prior to the program start (whichever comes first) then proof of successful progress must be provided. Proof of successful progress is either an official progress report or interim report card showing a passing grade. Failure to provide proof of successful progress by the final fee payment deadline or 30 days in advance of the program start may result in the applicant being displaced by a fully qualified applicant.
- 4.4 International students may be conditionally accepted to North Island College for Study Permit application purposes. Conditions will include meeting program admission requirements and space availability.

5. Selective Admission

- 5.1 Selective admission criteria will be determined by the Dean or Director of each program area in collaboration with the Department, and must be approved by Education Council. Programs with selective admission criteria will be identified in the College calendar and posted on the College website.
- 5.2 Completed applications will be processed after the application deadline against the selective admission criteria.

6. Priority Admission

- 6.1 Priority Admission for Aboriginal applicants allows Departments to provide priority admission to a predetermined number of qualified Aboriginal applicants. Priority Admission for Aboriginal applicants must be in accordance with the College's approved Human Rights exemption. The number or percentage of Aboriginal applicants who are offered priority admission will be determined by the Dean or Director of each program area, in collaboration with the Department.
- 6.2 Timelines to return unused seats will be determined by the Dean or Director of each program area, in collaboration with the Department. Unused seats held for priority admission will be returned to the general application pool no later than the final fee

payment deadline or 30 days prior to the program start date, whichever comes first, unless otherwise stated.

7. Reserved Seating Agreements

7.1 Reserved seating agreements allow Departments to set aside a specific number or percentage of seats in specified programs. The number or percentage of reserved seats will be determined by the Dean or Director of each program area, in collaboration with the Department, and must be in accordance with the College's current Strategic Plan.

7.2 Reserved seating agreements require:

- a signed Memorandum of Understanding (MOU) between the Dean or Director of the program area and the community partner(s); or,
- a Statement of Terms from the Dean or Director of the program area.

7.3 The MOU or Statement of Terms will outline as applicable: student eligibility criteria, sponsorship details, number or percentage of seats being reserved, deadlines for confirmation of student names, and the timeline for the return of unused reserved seats to the general application pool. Timelines to return unused seats will be determined by the Dean or Director of each program area, in collaboration with the Department. Unused reserved seats will be returned to the general application pool no later than the final fee payment deadline or 30 days prior to the program start date, whichever comes first, unless otherwise stated.

8. Visiting Student

8.1 To be admitted as a visiting student, applicants must provide a Letter of Permission from an accredited post-secondary institution and must meet North Island College's pre-requisites for the course(s) in which they are seeking registration.

9. Exchange Student

9.1 Applicants, either domestic or international, may be admitted to North Island College under a reciprocal exchange agreement established between the student's home institution and North Island College.

10. Program Waitlisting

10.1 When the number of qualified and conditionally qualified applicants exceeds the number of seats available in limited entry programs, the Office of the Registrar may place the names of domestic applicants on a waitlist for the current and next intake of the program. International Applicants will not be waitlisted for limited entry programs.

11. Withdrawal of Application

11.1 The Office of the Registrar reserves the right to cancel all incomplete applications if admission requirements are not completed, or if no progress has been made in completing requirements after a period of six months from receipt of initial application. Incomplete applications will not be carried forward to the next program intake. Applicants will be notified by regular mail or electronically if their application has been withdrawn.

12. Appeal

12.1A student who believes their application did not follow a fair process in accordance with this policy may appeal the admission decision to the Registrar.