

Admissions Policy ST002

Effective November 1, 2024

POLICY

The requirements and management of the admission process for credit programs.

PURPOSE

Southeast College is committed to managing admissions to programs in a fair, equitable, and appropriate manner that instills confidence in the credibility of the college's admission processes and decisions.

SCOPE

This policy and procedure apply to domestic and international applicants to credit programs.

STANDARDS (POLICY PRINCIPLES)

1. Admission to credit programs is based on academic requirements, English language proficiency requirements, and other relevant requirements as appropriate.
2. Applicants are required to submit documentation in support of their application.
3. Admissions processes must be fair, equitable, and transparent.
4. Applicants are admitted on a first qualified – first admitted basis except for programs that prioritize admission based on high school marks (Programs with competitive entry may have additional admission requirements; see program pages on Southeast College website for more information)
5. Domestic and international applicants must meet the same admission requirements to qualify for program admission. Admission processes may differ to reflect the difference in circumstances between the two groups related to their study at the college.
6. Applicants are denied admission if they intentionally have provided false information or fraudulent documentation.

GUIDELINES (PROCEDURE)

Admission Requirements

1. Applicants must meet the published admission requirements of the program to which they are applying to be considered for admission. Southeast College uses the admission requirements of the brokering institutions for all brokered programs. These requirements include:
 - Academic requirements
 - English language proficiency requirements
 - Other requirements such as physical suitability, criminal record checks, proof of immunization, health and safety training certifications as determined for the program applied to.
2. Equivalent academic or other achievements may be accepted in place of stated admission requirements. This may include achievement on standardized tests.

Special Admission

1. On an exceptional basis, an applicant with special circumstances who does not meet the normal admission requirements may be offered special admission to a program. Special admission requirements are determined by the brokering institution where applicable.

Application Period and Deadlines

1. The college publishes the dates that applications are open for programs.
 - a. For programs that start in September, applications typically open on approximately October 1 for domestic applicants and approximately November 1 for international applicants.
 - b. For other programs, the date when applications open may be set to other times of the year.
2. The college does not have a set application deadline and typically will accept students into programs up to the first day of program start. There may be exceptions for programs considered to be high demand/competitive entry.
3. For competitive entry programs, applications and transcripts must be submitted by an application deadline to be assessed for competitive admission.

4. Applications may be closed when programs are fully subscribed and/or the college determines that it has sufficient applicants to fill a program.
5. Application open dates, competitive entry application deadlines, and closing applications to a program are determined by the Vice President responsible for Strategic Enrollment.

Admission Process

1. Applicants must submit their application along with the application fee as well as transcripts and other required documentation to be considered for admission.
2. Paper transcripts must be originals sent directly to the college from the issuing institution or government ministry. The college accepts electronic submission of transcripts from sources acceptable to the college. The college may have criteria for the acceptable form of other documents required for admission. For international students, original documentation will be required for verification.
3. The college will review all applicants and notify applicants regarding the outcome of their application assessment.
4. Applicants who meet the admission requirements and have provided all required transcripts and documentation are considered qualified for admission.
5. Qualified applicants are admitted in the order of the date when the college has received a complete application package. An application package is considered complete when a completed application, application payment, transcripts and other required documents have been received.
6. For competitive entry programs, qualified applicants are prioritized for admission according to their high school marks, rather than their application submission date.
7. Applicants who have been issued a Letter of Acceptance/Offer Letter must pay the required tuition deposit by the due date stated to maintain their admission to the program. Failure to do so will result in the withdrawal of their admission.
8. Late admitted applicants must pay the full tuition and mandatory fees by the due date stated on the Letter of Acceptance to maintain their admission to the program. Failure to do so will result in the withdrawal of their admission.
9. The college may admit more applicants than the maximum seats available in a program. This requires the approval of the Vice President responsible for Strategic Enrollment and the Vice President responsible for Professional Training. In the case that more applicants are admitted than the seats available, the college reserves the right to fill those seats based on the order in which applicants have paid the required tuition deposit. Applicants for whom there

- were no seats available will be offered deferral to the next start date of the program or have their tuition deposit refunded.
10. The last day on which students may be admitted to a program is the fifth business day after the first day of classes in a term. Exceptions to this must be approved by the Vice President responsible for Professional Training with consultant from the program's brokering institution.

Waitlists

1. The college may open waitlists for programs where all the seats full. The decision to open a waitlist for a program is made by the Vice President responsible for Strategic Enrollment and the Director, Strategic Enrollment.
2. To be offered a place on the waitlist, an applicant must have met all admission requirements and provided the required transcripts and documentation.
3. Qualified applicants must accept an offer for a spot on the waitlist in order to be placed on the waitlist.
4. Waitlisted applicants will be admitted to the program in the order of the dates when the college has received their applications, transcripts, and other required documents.
5. When admitted to a program, waitlisted applicants must pay the tuition deposit by the date specified on their offer of admission notification.

International Admissions

1. International applicants are subject to the same admission requirements as domestic applicants. In addition, they may be subject to other requirements, such as study permit approval by a given date.
2. International applicants may be given priority in admission processing because of study permit process times or other significant circumstances.

Deferrals

1. Applicants are allowed to defer only one time and cannot defer to an intake that is more than one year after the original program start date applied for.
2. A request for deferral must be submitted to the college at least 60 days prior to the program start date originally applied to. The request must provide a reason for the deferral request.
3. Applicants' tuition deposits already paid will be credited toward the tuition deposit for the new start date. If no tuition deposit was paid, the applicant must pay the tuition deposit for the new date by the deadline specified. Failure to do so will result in cancelling the deferred admission.

Readmission

1. Applicants who have previously completed successful coursework at the college in the program to which they are applying are applying for readmission.
2. Applicants for readmission do not need to be assessed for meeting the academic requirements of the program, unless the program has raised or increased those requirements since the applicants were originally admitted.
3. If applicants were subject to misconduct discipline or did not achieve satisfactory grades in at least half of the courses previously completed, those applicants will require approval of the Vice President responsible for Strategic Enrollment or Vice President responsible for Professional Training to be admitted and may be required to provide additional supporting evidence for being readmitted.
4. Applicants will not be required to retake courses already successfully completed unless those course completions are not considered current for program graduation.

Denial of Admission

1. Applicants who knowingly submit false information or fraudulent documentation in their application and admission process will:
 - have their application and program registration cancelled
 - be ineligible for any type of fee refund
 - be ineligible for course credit for any courses that have been completed
 - be ineligible to defer to a later start date
 - be ineligible to be admitted to any other Southeast College program or register in any Southeast College course.

Admission Appeals

1. Applicants who have been denied admission have a right to appeal.
2. Admission appeals must be submitted in writing within 30 days of when the applicants were informed that they were not admitted to a program. The appeal must state the reason why the applicants believe they should have been admitted and include supporting documents or other evidence as appropriate.
3. Admission appeals are decided on by the Vice President responsible for Strategic Enrollment and the Vice President responsible for Professional Training.

DEFINITION(S)

Domestic applicant: A person who is a Canadian citizen, permanent resident, or is living in Canada with refugee status

International applicant: A person who is a citizen of another country and does not meet any of the criteria for being a domestic applicant.

Tuition deposit: The payment required to confirm registration in a program. This payment is credit toward the full tuition fee of the program.

Acceptance Letter – Letter that is issued to domestic and international students; letter is to confirm official acceptance into respective program. International students will require this letter to apply for study permit.

Offer Letter – Letter that is issued to an International student that has met admission requirements; Tuition deposit invoice is issued in conjunction with Offer Letter; Once student has paid tuition deposit they will be issued an Acceptance Letter and Provincial Attestation Letter (PAL).

Late Admission : Any admission after August 15 for fall start programs and December 15th for winter/spring start program is considered as late admission.

RESPONSIBLE OFFICER

Vice President Communications and Strategic Enrolment

RELATED POLICIES / DOCUMENTS

Payment Refund Policy