ADMISSIONS PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Category:	Student/Academic
Parent Policy:	D28 Admissions
Approval Date:	May 20, 2021
Effective Date:	June 1, 2021
Procedure Owner:	AVP Students and Registrar

Overview:	Olds College follows one of two admission processes: **Competitive Admission:** ● Applications may be evaluated using a combination of academic, non-academic and English language proficiency requirements; Applicants are ranked according to the demonstrated performance in the admission requirements specific to each program. ● Applicants are admitted in the order of ranking at the time of admission decision. **First Qualified, First Admitted:** ● Applications may be evaluated using a combination of academic, non-academic and English language proficiency requirements ● Admission decisions are made in the order applications are completed, including submission of all supporting documentation.
Procedures:	**ADMISSION STATUS** Applicants are admitted under one of two admission statuses: **Full Admission** ● Standard Admission - Applicants have met all admission requirements. ● Alternate Admission - Applicants who do not meet admission requirements may be admitted provided there is space available in the program. 　○ Eligible programs are determined by the Associate Dean, in consultation with the Registrar and are identified on the program's web page. 　○ Applicants must provide the following: 　　■ Transcript(s) of high school and/or post-secondary courses;

- Letter of introduction and intent. This is a personally prepared statement outlining the applicant's background and experience preparing them for the program;
- Resume of work experience;
- Admission may be offered based on the Alternate Admission Process, which is established for each program by the Office of the Registrar, in consultation with the Associate Dean and Program Curriculum Committee (PCC).
- Alternate admission applicants may be required to participate in an interview, and/or provide letter(s) of reference, and/or a portfolio of related academic/project work.
- Alternate admission applicants admitted under this process may be subject to conditions (e.g., reduced course load in first term).

Conditional Admission

Applicants who have not yet met admission requirements but have shown proof of enrolment in the required courses and/or are in the process of completing required non-academic admission requirements are eligible for admission.

Conditional admission is a temporary status and applicants must submit final documentation at least one month prior to the program start date.

MULTIPLE APPLICATIONS

Applicants to more than one program of study within the same term of entry will only be admitted to one program. Applicants may be admitted to one program and be on a waitlist for another program in the same term based on preference and availability.

WAITLIST

A waitlist is established by the Office of the Registrar when determined necessary. Admission from the waitlist follows the admission process for that program.

INTERNATIONAL APPLICANTS

International applicants must account for adequate time to obtain the appropriate documentation. Admitted international applicants must submit a $1,000 tuition deposit in order to confirm their offer of admission. Once granted admission, applicants must submit proof of a study permit (for students from countries for which having it in advance is a requirement) at least one month prior to the program start, or as indicated on the admission letter. Admission may be withdrawn for applicants that are unable to meet this requirement, however admission may be reinstated pending appropriate documentation and space permitting. Study permit procedures are regulated by Immigration, Refugees and Citizenship Canada.

CHANGE OF MAJOR

Students requesting a change of major are required to complete and submit the appropriate form to the Office of the Registrar. Requests will be assessed according to the admission process and space availability for that program.

ENGLISH LANGUAGE PROFICIENCY REQUIREMENT
The language of instruction at Olds College is English. Applicants whose first language is not English must demonstrate that they have completed at least three years of academic study conducted entirely in English. Applicants who do not meet this requirement must demonstrate language proficiency through successful completion of a recognized English Language proficiency assessment dated within two years of application submission. Approved assessments and minimum scores are published on the Olds College website.

TUITION DEPOSIT
A tuition deposit is required to secure a seat in the program. The tuition deposit amounts and deadlines are determined by the Office of the Registrar and published on the Olds College website. Tuition deposits are fully refundable if applicants cancel admission up to 4 months prior to the program start date. Tuition deposits are nonrefundable if applicants cancel within 4 months of the program start date. Conditionally admitted applicants unable to meet full admission requirements are subject to the same refund schedule.

CORRESPONDENCE
All admission-related correspondence will be sent by email. Prior to admission all correspondence will be sent to the applicant's personal email address on record. Upon admission, all further correspondence will be sent to their Olds College email address.

Definitions:	
Related Information:	D28 - Admission Policy
Review Period:	3 Years
Revision History:	November 2018 : Revision May 2021: Revision