

Admissions Procedure E-1.03.01	
Related to Policy No	E-1.03 ADMISSIONS
Approved by	Education Council
Approval Date	June 25, 2025
Effective Date	September 1, 2025
Executive Responsible	Vice-President Academic & Research
Administrator Responsible	Registrar
Date of Next Review	2030 June

## PURPOSE

The purpose of this document is to support the related Admission Policy E-103 and provide a framework for best practices.

## DEFINITIONS

The definitions in Section E-103 of the related Admissions Policy apply to these Procedures.

## RESPONSIBILITIES

### The Registrar's Office:

- is accountable for the overall application and admission processes;
- reviews and approves discretionary admission requests at the recommendation of the Dean(s);
- develops mechanisms to determine admission equivalencies, and associated grading conversions based on Education Council-approved admission requirements in consultation with, and the approval of, the appropriate academic program areas;
- works in partnership with Faculty areas for program specific elements of the admission process; and
- works in partnership with the International Education Department (IE) to ensure consistent admission processes and practices for all applicants.

### Responsibilities of Program Areas:

In conjunction with the Registrar's Office, program areas may contact applicants who are missing certain requirements for admission into a specific program.

Program Areas are responsible for:

- ensuring that post-admissions requirements are submitted and documented as received and approved after the first day of classes;
- establishing and maintaining entrance requirements, both academic and non-academic;
- assessing deferral requests for accepted applicants to a subsequent term in a cohort program; and
- communicating with an accepted applicant regarding program-specific information and any other additional information required for program admission.

**Exclusive Cohort:**

It is the responsibility of the program area to inform the Registrar's Office when a student misses one (1) term; in which case, the student may be withdrawn from the program. Should the student be withdrawn from the program, they must apply for Readmission, pay the readmission application fee, obtain permission from the Program Area, and have a seat available in the cohort they are choosing to return.

**APPLICATION PROCEDURES**

An applicant must submit their application and required documentation through Education Planner BC, in person, by email, or by mail. If an applicant is unable to apply online, an in-person submission of a PDF Application for Admission or Readmission form by email is acceptable.

All applicants are required to meet the [English Language Requirements](#) of the College and Education Council approved College and program admission requirements.

An application is deemed complete and ready for review once the applicant has submitted all academic and non-academic requirements.

The Registrar's Office reviews applications and admits applicants based on approved admission requirements and may consult with Program Areas when necessary.

**Exchange Student Admission:**

The application process for this type of admission is coordinated between the Registrar's Office, the International Education Department, and the student's home institution. The student must submit:

- a Northern Lights College Exchange Student Application;
- a completed Visiting and Exchange Course Approval Form;
- an official transcript from their home institution;
- proof of their English language proficiency; and a letter of permission.

**Assessing Admission**

Assessing applicants for admission is a process that ensures students are prepared to be successful in their desired programs. Where an applicant is not sufficiently prepared, the College endeavours to guide them into an alternate program that will prepare them for their future desired goals. Applicants with non-traditional preparation for a program may petition the College for an exception to the admission requirements for said program.

**A. Basis of Admission**

The basis of admission allows an applicant to identify how they meet the admission

requirements of a program. Where appropriate, each program will identify explicit admission requirements for each basis of admission. This includes the following admission categories:

- i. High school;
- ii. Mature applicant;
- iii. Concurrent studies (attending high school);
- iv. Post-secondary transfer or completion;
- v. Professional development;
- vi. Exchange; and
- vii. Visiting student.

Admission to an Education Council approved program(s) for the Concurrent Studies category requires submission of a completed application package. Upon admission, the student may take an NLC program or course(s) while still attending high school. These students are eligible for high school credit based on successful completion of the course.

If a Letter of Permission (LOP) is not provided, it is the student's responsibility to ensure the transferability of NLC courses back to their home institution.

Students who are at least 19 years of age on the first day of the term for which admission is sought, does not have a high school diploma or Adult Dogwood Diploma (formerly known as a GED) and have been out of the secondary school system for at least one year, may gain entry into the College as a mature applicant. Mature applicants will be encouraged to demonstrate readiness for academic studies on a case-by-case basis. This information will help contribute to the selection of a course of study which best provides for student success for such a student.

A Visiting Student Applicant is:

- enrolled at an institution within Canada; and
- an applicant enrolled at an institution outside of Canada.

#### **B. Document submission**

Applicants are required to submit documents supporting their basis of admission. When official documents are required, they must come directly from the issuing institution. In extraordinary circumstances, official records issued directly to students may be accepted. The College reserves the right to require official documents for the purpose of admission into any of the College's programs.

In the case of high school transcripts, the College will accept interim grades, or in absence of this, the classroom grade for evaluation of the legibility criteria into a program.

All documents submitted to the College become the property of the College. The College reserves the right to release the original or a copy to the applicant or others (with the student's permission). Subsequent applications for admission might require resubmission of a new set of documents. The College reserves the right to require all applicants to prove Canadian citizenship, landed immigrant status or the legal right to study in Canada.

**Prioritization and Timelines**

Applicants are admitted on a first-qualified basis; however, the College reserves the right to reserve seats as necessary for any of its programs.

An early offer of admission is called a conditional offer. Conditional offers for current high school students are offers of admissions based on early or interim grades. Upon receipt of final grades, all applications are reviewed to ensure that the minimum admission requirements are still met. Applicants who no longer meet the published admission requirements or have not received their BC Dogwood Diploma (or equivalent) may have their offers of admission rescinded.

The College will begin accepting applications for semester-based programs 11 months prior to the semester start date (Fall: October 1; Winter: February 1; Spring: June 1). Applications for non-semester-based programs will be accepted when a timetable is established, or 11 months prior to the intake, whichever comes first.

The latest application date will be the final day of the add/drop period for the semester or intake of the program that the applicant is applying for study. Regulated programs may have different requirements. The College reserves the right to close applications prior to this date subject to capacity constraints or program requirements.

Applicants may request a deferral of their application to a subsequent semester or to the next available intake. The request must be made prior to the end of the add/drop period of the initial application semester or intake. Application deferral does not guarantee an offer or acceptance.

**Offers and Acceptances**

Upon qualification, applicants will receive a written offer of admission, dependent on program capacity.

Offers of admission are good only for the semester or intake to which they apply.

Normally, offers of admission expire after a limited period as established by the Registrar. The College may, at its discretion, change the expiry date of these offers of admission.

Offers of admission will not be deferred. Applicants who do not accept an offer of admission must reapply to a subsequent semester or intake, or request a deferral of their application

Upon receipt of an offer of admission, applicants must accept their offer to complete the admission process.

- i. Acceptance is confirmed by payment of the admission deposit.
- ii. The College may provide an exception process for applicants where payment of the admission deposit creates a systemic barrier to registration.

### **C. Admission Waitlists/Managing Enrolment Capacities**

- a. Where the College deems it necessary, it will establish program intake waitlists.
- b. Applicants who qualify for admission to programs with an established waitlist, but for whom an offer cannot be made due to capacity limitations, they will be given the option to be added to a waitlist. Applicants may:
  - i. Accept addition to the waitlist; or
  - ii. Decline waitlist (application is closed, and no further action taken); or
  - iii. Request a deferral to a future intake that is open for applications. Note: A deferral to an intake that is not yet open for admission is not an option.
- c. If capacity becomes available in a program intake, an offer of admission will be made based on a first-qualified, first-offered basis from the admission waitlist. When an offer is made, the applicant may:
  - i. Accept the offer; or
  - ii. Decline the offer, or
  - iii. Withdraw from waitlist (application is closed, and no further action taken).
- d. After the add/drop date for the intake, waitlisted applicants are invited to defer their application to the next semester/intake. Invitations expire no later than one week prior to the next semester/intake opening. The initial date of qualification is retained for the deferred semester/intake.
- e. Program intake waitlists are invalid once the add/drop period for the intake is completed.

### **D. Deferral / Re-Application / Re-Activation**

- a. Applicants who have accepted an offer of admission may request deferral to a subsequent semester or intake that begins 12 months or less from the initial intake **of the program** without penalty, provided:
  - i. The request is made prior to the end of the add/drop period for the initial application semester or intake;
  - ii. Applicants meet admission requirements in effect for the new semester or intake;
  - iii. The applicant is not registered for classes [related to their program];
  - iv. If the deferral is requested prior to the start of classes, registration drop fees will not apply as per Tuition and Fees Policy.
- b. Limitations to the Deferral/Re-Application/Re-Activation processes:
  - i. Deferral requests will not receive an offer until the semester for which admission is open;
  - ii. Every student can defer their application once with no additional cost. Subsequent deferrals are subject to a processing fee;
  - iii. Applicants who request a deferral after the start of classes will be assessed a processing fee;
  - iv. Applicants who are registered and request a deferral are also subject to de-registration fees, except under extenuating circumstances; and
  - v. Admission deposits are forfeited at the end of the application term, except under extenuating circumstances.

- c. New offers of admission are made as described in the Offer Procedure. If the applicant accepts a new offer, the balance of the admission deposit after the payment of deferral fees is not forfeited.
- d. Applicants must *re-apply* for admission, including payment of the application fee if:

- i. They do not have approval to defer a previous application for admission; or
- ii. They do not have approval to defer an admission acceptance; or
- iii. They do not enroll in a semester or intake to which they have been admitted.

An application fee applies to all new applicants or returning students who have missed three (3) or more consecutive terms. Current students who wish to change programs will not be charged an application fee.

After missing three (3) consecutive terms, a student may be withdrawn from a program. To be readmitted to the College, the student must apply for re-admission to the same program, pay the application for re-admission fee, and meet the current program admission requirements.

- e. Students who have not been enrolled in the previous 12 months must request *re-activation*. Re-activation is a request to be re-admitted and requires:
  - i. Meeting admission requirements in effect for the semester to which they are returning;
  - ii. Submission of an updated application for admission;
  - iii. Submission of additional documents as determined by the College;
  - iv. Meeting program requirements which are in effect for the new semester or intake to which the student is returning; and
  - v. Payment of the application fee.