Carlton Trail College.

5.2.1 – Admissions Policy

Section:	Academic	**Approved:**	April 1999
Subject:	Admissions	**Reviewed:**	
Policy:	5.2.1	**Revised:**	November 1, 2025
Policy Owner:	Directors – Academic	**Next Review:**	September 1, 2026
Approval Authority:	President and CEO		

Policy Statement

The requirements and management of the admission process for post-secondary and Adult Basic Education (ABE) credit programs.

Purpose

Carlton Trail College is dedicated to ensuring that program admissions are managed in a fair, transparent, and consistent way that upholds confidence in the integrity of its admission processes and decisions.

Scope

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

Principles

Post-Secondary Programs

1. Admission to post-secondary programs is based on academic requirements, English language proficiency requirements, and other program-specific requirements as outlined by the credit granting institution.
2. Applicants are required to submit documentation in support of their application.
3. Applicants are admitted on a first-qualified, first-admitted basis, except for programs with competitive entry that prioritize admission based on high school marks or additional admission requirements.
4. Admission will be denied to applicants who knowingly provide false information or fraudulent documents.
5. Seats in select post-secondary programs may be designated for funding partners to support sponsored student participation, subject to institutional enrolment policies and capacity.

Adult Basic Education Credit Programs

1. Admission to adult education credit programs is based on academic requirements, English language proficiency, intake and assessment, and other program-specific requirements as determined by the institution.
2. Applicants may be required to submit documentation in support of their application.
3. Applicants are admitted on a first-qualified, first-admitted basis, prioritizing full time students and students who do not have a fully completed grade 12. Upgraders will be accepted if seats remain available in the course.
4. Admission will be denied to applicants who knowingly provide false information or fraudulent documents.

5.2.1 (a) – Admissions Procedure

Section:	Academic	**Approved:**	April 1999
Subject:	Program Review	**Reviewed:**	September 1, 2025
Procedure:	5.2.1 (a)	**Revised:**	September 1, 2025
Procedure Owner:	Directors – Academic	**Next Review:**	September 1, 2026
Approval Authority:	President and CEO		

Post-Secondary Programs

Admission Requirements

Applicants must meet the published admission requirements of the program to which they are applying to be considered for admission. The admission requirements of the brokering institutions are followed for all brokered programs. These requirements include the following:

- 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

Alternative Admission

Applicants who do not meet the academic requirements for a program may be considered for admission if they successfully complete an alternative assessment as determined by the brokering institution.

Application Period and Deadlines

- Applications are typically open approximately one year prior to the program start date.
- The College generally accepts students until the first day of the program. Exceptions may apply to programs that are high demand, competitive entry or with predetermined application deadlines.
- For competitive entry programs, applications and transcripts must be submitted by an application deadline to be assessed for competitive admission.
- Applications may close once a program has reached full capacity.

Admission Process

1. Applicants must submit their application, application fee, transcripts, and other required documentation to be considered for admission.
2. Transcripts must be sent directly to the College from the issuing institution or government ministry.
3. Applicants who meet the admission requirements and have provided all required fees, transcripts, and documentation, are considered qualified for admission.
4. Qualified applicants are admitted in the order of the date on which the College receives a complete application package. An application package is considered complete when a completed application, application payment, transcripts, and other required documents have been received.
5. For competitive entry programs, qualified applicants are prioritized for admission according to their high school marks, rather than their application submission date.
6. Applicants who have been issued a Letter of Acceptance must pay the required tuition deposit by the stated

deadline to secure their seat. Failure to pay by the deadline may result in the offer being withdrawn and the program being filled by other applicants.

7. The College may admit more applicants than the number of seats available in a program. If demand exceeds capacity, seats will be allocated in the order tuition deposits are received. Applicants who are not placed will be offered a deferral to the next program start date or a refund of their tuition deposit.
8. Students may be admitted after the program start date, provided it is within the first week of classes or with the approval of the Post-Secondary Programs Manager and the brokering institution.

Waitlists

1. The College may establish waitlists for programs that have reached full capacity.
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. 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.
4. When admitted to a program, waitlisted applicants must pay the tuition deposit by the date specified in their Letter of Acceptance.

Deferrals

1. Applicants are allowed to defer to the next scheduled intake of the program that they originally applied to.
2. A written request for deferral must be submitted to the College at least 60 days prior to the start date of the program originally applied to.
3. Applicants' tuition deposits already paid will be credited toward the tuition deposit for the new start date.

Readmission

1. Applicants who previously completed coursework in the program may apply for readmission.
2. Academic reassessment is not required unless program requirements have increased since their original admission.
3. Applicants with prior disciplinary issues or unsatisfactory grades require approval from the Post-Secondary Programs Manager (or designate) and may need to provide additional supporting information.

Admission Cancellation

Applicants who knowingly submit false information or fraudulent documentation in their application and admission process will

a. have their application and program registration cancelled,
b. be ineligible for any type of fee refund, and
c. be ineligible for course credit for any courses that have been completed.

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 applicant believes they should have been admitted and include supporting documents or other evidence as appropriate.
3. Admission appeals are reviewed and decided by the Business and Skills Training Director, in consultation with the program's brokering institution.

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Adult Basic Education Programs

Admission Requirements

Applicants must meet the admission requirements of the program to which they are applying to be considered for admission. These requirements include the following:
- Academic requirements
- English language proficiency
- Intake and assessment that deems them eligible for programming

Application Period and Deadlines

- Applications are typically open approximately six months prior to the program start date.
- The College does not have a fixed application deadline and generally accepts students until the first day of the program. Exceptions may apply to programs that are in high demand.
- Applications may close once a course/program has reached full capacity.

Admission Process

1. Applicants must submit their application and other required documentation to be considered for admission.
2. Applicants must attend and participate in intake and assessment.
3. Applicants who meet the admission requirements and have provided all required fees, transcripts, and documentation are considered qualified for admission.
4. Qualified applicants will receive a Letter of Acceptance, based on seat availability
5. The College may admit more applicants than the number of seats available in a program.
6. Students may be admitted after the program start date, with the approval of the ABE and Student Services Director or designate.

Waitlists

1. The college may establish waitlists for programs or courses that have reached full capacity.
2. To be offered a place on the waitlist, an applicant must have met all admission requirements.
3. Waitlisted applicants will be admitted to the program or courses based on the date of application and the seats available in the necessary courses.
4. Waitlisted applicants will receive a Waitlist Letter, informing them of their status.

Readmission

1. Applicants who previously attended programming may apply for readmission.
2. Applicants will be required to attend intake and assessment unless determined otherwise by the Adult Basic Education (ABE) and Student Services Director or designate.
3. Applicants with prior disciplinary issues or unsatisfactory grades require approval from the ABE and Student Services Director or designate and may need to provide additional supporting information.

Admission Cancellation

Applicants who knowingly submit false information or fraudulent documentation in their application and admission process will
a. have their application and program registration cancelled, and
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