

5.2.1 – Admissions Policy

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Subject:	Admissions	Reviewed:	September 1, 2026
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Policy Owner:	Directors – Academic	Next Review:	September 1, 2027
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. Applications will not be processed until payment for the application fee has been received.
6. Seats in select post-secondary programs may be designated for funding partners to support sponsored student participation, subject to institutional enrolment policies and capacity.
7. Seats in select post-secondary programs may be designated for currently enrolled high-school students, 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 with priority given to full-time students and students who have not completed Grade 12. Upgraders may be accepted if seats remain available in the program.
4. Admission will be denied to applicants who knowingly provide false information or fraudulent documents.

5.2.1 (a) – Admissions Procedure

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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.
- For competitive entry programs, applications and transcripts must be submitted by an application deadline to be assessed for competitive admission.
- The College generally accepts applications for a program until two weeks before the program start date. Exceptions may apply to programs with available seats, subject to approval by the Post-Secondary Programs Manager or designate.
- 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. Officially submitted and verified transcripts may be used for other programs applied to within the same academic year. Transcripts on file cannot be used in subsequent academic years and must be re-submitted and verified.
4. Applicants who meet the admission requirements and have provided all required fees, transcripts, and documentation, are considered qualified for admission.
5. 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, English language proficiency documentation, if required, and other

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required documents have been received.

6. For competitive entry programs, applicants who meet the minimum requirements are assessed and ranked using established selection criteria and are considered for admission based on the information available by the application deadline.
7. 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 seat being offered to another applicant.
8. 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.
9. 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.
10. Students currently enrolled full-time in a high school or Adult Basic Education (ABE) program are eligible for conditional admission to first-qualified, first-admitted and competitive-entry programs. Conditionally admitted students may be required to submit additional transcripts or other documentation to verify eligibility and satisfy admission requirements.
 - a. In First-Qualified, First-Admitted programs, seats for currently enrolled high-school students are permitted only for applicants who are among the first to apply and who can demonstrate that they may conditionally meet all admission requirements by February 15 for January graduates, July 15 for June graduates, or the applicable application deadline.
 - b. Students currently enrolled in high school are eligible to apply for competitive entry programs and may be conditionally admitted. Marks from appropriate courses, provided through an official transcript submitted within 30 days after the application deadline, will be used for ranking purposes. Final Grade 11 marks will be substituted only when final Grade 12 marks in the same subject are unavailable. If Grade 12 marks are available, they will be used. Predicted or projected grades will not be used.

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 in the order in which they become fully qualified for admission.
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 30 days prior to the start date of the program originally applied to.
3. An applicant's tuition deposit already paid will be credited toward the tuition deposit for the new start date.
4. Applicants may not defer for more than one program, nor for more than one academic year or admission cycle (whichever is earlier). If the program is not offered in the next academic year, the tuition deposit is not refunded.
5. All deferral requests are contingent upon approval from the Strategic Enrollment & Foundational Learning Manager or designate.

Readmission

1. Applicants who previously completed coursework in the program may apply for readmission.
2. Acceptance is offered in consideration of brokerage institution requirements and guidelines.
3. Academic reassessment is not required unless program requirements have increased since their original admission.
4. 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.

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 Strategic Enrollment and Foundational Learning Manager 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. When pressing need exists, students may be prioritized at the top of the waitlist with the approval of the Strategic Enrollment and Foundational Learning Manager or designate.
5. 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 Strategic Enrollment and Foundational Learning Manager or designate.
3. Applicants with a prior history of disciplinary issues, unsatisfactory grades, or poor attendance require approval from the Strategic Enrollment and Foundational Learning Manager or designate and may need to provide additional supporting information. Admission may be contingent on placement on a learning contract.

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
- b. 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 applicants believe they should have been admitted and include supporting documents or other evidence as appropriate.
3. Admission appeals are reviewed and decided by the ABE and Student Services Director.