

## APPLICATION FEE WAIVER PROCEDURE

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

<b>Functional Category:</b>	Academic
<b>Parent Policy:</b>	Admissions Policy
<b>Approval Date:</b>	August 4, 2020
<b>Effective Date:</b>	August 4, 2020
<b>Procedure Owner:</b>	Chief, Customer Experience Officer
<b>Procedure Administrator:</b>	Senior Manager, Registrar

<b>Overview:</b>	<p>The purpose of this procedure is to describe consistent and equitable conditions under which NorQuest College (college) may waive application fees.</p> <p>Authority to establish this procedure is derived from the <a href="#">NorQuest College Board of Governors Policy No. 5</a>, which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.</p>
<b>Procedures:</b>	<p>Application fees will be waived for:</p> <ul style="list-style-type: none"> <li>• Applicants to Language Instruction for Newcomers to Canada (LINC). This program is funded by Immigration, Refugees and Citizenship Canada and there are no fees for eligible students.</li> <li>• Applicants to Academic Upgrading for ESL Youth.</li> <li>• Students who complete one Preparatory program at the college and are progressing to another Preparatory program within one academic year.</li> <li>• Students who complete a Preparatory program at the college and are progressing to an Employment Program within one academic year.</li> <li>• Applicants who are offered an alternate program choice in the same term for which they applied and paid the application fee.</li> <li>• Student enrolling in courses through the Correctional system.</li> <li>• Applicants to offerings where application related costs are covered through a contractual agreement.</li> </ul> <p>Application fees may be waived in other circumstances at the discretion of the Registrar.</p> <p>Application fees that have been waived will be recorded and appropriately documented by the Office of the Registrar.</p>
<b>Definitions:</b>	<p><b>Academic Year:</b> the twelve-month period from July 1 to June 30.</p> <p><b>Application Fee:</b> the processing fee associated with creating the student application file.</p>
<b>Related NorQuest College Information:</b>	<ul style="list-style-type: none"> <li>• Academic Calendar</li> <li>• <a href="#">Admissions Policy</a></li> </ul>
<b>Related External Information:</b>	N/A
<b>Next Review Date:</b>	June 2024

**Revision History:**

June 2016: new

August 2019: Compliance Office template & reorganization update

August 2020: revised and updated