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.

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

Overview:
The purpose of this procedure is to describe consistent and equitable conditions under which NorQuest College (college) may waive application fees.

Authority to establish this procedure is derived from the NorQuest College Board of Governors Policy No. 5, which delegates authority to the President and CEO to establish policies and procedures for the college’s management and operation.

Application fees will be waived for:
- 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.
- Applicants to Academic Upgrading for ESL Youth.
- Students who complete one Preparatory program at the college and are progressing to another Preparatory program within one academic year.
- Students who complete a Preparatory program at the college and are progressing to an Employment Program within one academic year.
- Applicants who are offered an alternate program choice in the same term for which they applied and paid the application fee.
- Student enrolling in courses through the Correctional system.
- Applicants to offerings where application related costs are covered through a contractual agreement.

Application fees may be waived in other circumstances at the discretion of the Registrar.

Application fees that have been waived will be recorded and appropriately documented by the Office of the Registrar.

Academic Year: the twelve-month period from July 1 to June 30.

Application Fee: the processing fee associated with creating the student application file.

Definitions:

Academic Year: the twelve-month period from July 1 to June 30.

Academic Calendar
Admissions Policy

Related NorQuest College Information:
- Academic Calendar
- Admissions Policy

Related External Information:
N/A

Next Review Date:
June 2024
Revision History:

June 2016: new
August 2019: Compliance Office template & reorganization update
August 2020: revised and updated