

2. ADMISSIONS

Georgian's Admission regulations ensure that all applications are considered fairly and equitably. The regulations apply the principles of the Ontario Human Rights Code, the Ontario Ministry of Colleges and Universities (MCU) regulations and the directives of the Board of Governors of Georgian College.

2.1 Full-time and part-time credit program application process

Domestic students applying to full-time studies at Georgian College must submit a completed application to the [Ontario College Application System \(OCAS\)](https://www.ontariocolleges.ca/en/) (<https://www.ontariocolleges.ca/en/>) at [ontariocolleges.ca](https://www.ontariocolleges.ca/en/) (<https://www.ontariocolleges.ca/en/>) and pay the application fee. OCAS (<https://www.ontariocolleges.ca/en/>) receives and records applications and offers. The applicant must also confirm the offer at OCAS (<https://www.ontariocolleges.ca/en/>).

New students to Georgian College who have prior post-secondary education or life skills and wish to apply to an advanced semester must also apply through OCAS. See section 3.1: *Advanced Standing*.

Part-time students at Georgian College who are interested in applying for full-time or part-time (credit) programs must follow the OCAS application process if that program is listed on OCAS (<https://www.ontariocolleges.ca/en/>). If it is not on OCAS (<https://www.ontariocolleges.ca/en/>), a paper application and fee is processed with the Office of the Registrar. In some cases where high school English is the only criterion for admission, applicants may enrol in course(s) directly without an application or fee. Part-time student status does not provide preferred access to a full-time program.

To apply to full and part-time programs, students must be 19 years of age by the time they wish to begin their studies, or have a Grade 12 diploma. International students with a Grade 12 diploma who are under 17 years of age must have a designated custodian in Canada. This process must be completed at the time of the study permit application. Proof of custodianship is required before the start of studies. Final or conditional offers of admission are sent only to those applicants who meet admission requirements.

2.1.1 Part-time non-credit program application process

Applications for part-time studies (non-credit) programs are not made through OCAS (<http://www.ontariocolleges.ca/>). Students can register online via the [Part-time Studies website](https://www.georgiancollege.ca/academics/part-time-studies/) (<https://www.georgiancollege.ca/academics/part-time-studies/>) or contact the Office of the Registrar at 705-722-1511. Please check individual program outlines for additional requirements and application procedures.

2.1.2 Application process – International students

International applicants are persons holding citizenship in another country and do not have status in Canada as a citizen or permanent resident. All international applicants who wish to study at Georgian College must apply online using the [Ontario College International Application System \(IAS\)](https://www.ontariocolleges.ca/en/apply/international-applicants/) (<https://www.ontariocolleges.ca/en/apply/international-applicants/>).

- International applicants without an agent representative must apply through the IAS Applicant Portal directly.
- International applicants represented by an Agent should have the Agent submit the application through the IAS Agent Portal.

Original or certified copies of all required documentation and academic records must be uploaded with the application information submitted in IAS. Applicants must provide proof of graduation, subjects taken, and grades received. For documents that are not in English, certified translated copies must be provided. Please note that some programs have additional selection requirements such as tests, resumés, portfolios, and letters of intent. An application fee is required at the time of application submission. For international applicants whose first language is not English, see section 2.5: *English language proficiency*. For program availability and general inquiries, email: international@GeorgianCollege.ca (%E2%80%AFinternational@GeorgianCollege.ca).

For international applicants represented by an agent: Prior to registration, agents are authorized by the applicant to make any decisions and declarations regarding the student's admission application and any applicable refunds. After registration, all authorization and decision-making transfers to the student. At the point of submitting an application for admission, the agent is agreeing that:

- the information in the application is true and complete, and
- the applicant has reviewed and verified the application information, and
- any false or incomplete information submitted in support of the application may invalidate the application and offers may be rescinded and this rescission may take place at any time during the application process or enrolment, and
- they authorize the college to collect and store the applicant's personal information, and they authorize the college to release and obtain information from [Immigration, Refugees and Citizenship Canada](https://www.canada.ca/en/immigration-refugees-citizenship.html) (<https://www.canada.ca/en/immigration-refugees-citizenship.html>) (IRCC) related to the applicant's study permit/visa, and

- all documentation submitted to the college will not be returned, and
- the applicant has reviewed and understands the refund policy at Georgian College (Section 4.5.2.2: *Refunds – International students*).

Study Direct Stream (SDS): International students applying through the SDS program from India, China, Vietnam or Philippines should note that the SDS [International English Language Testing System \(https://www.ieltscanada.ca/\)](https://www.ieltscanada.ca/) (IELTS) requirements are 6.0 with no score less than 6.0 in any of the four bands. For programs listing a higher IELTS requirement, the higher score will be required for admissions. #Priority for applicants will be given to those who meet SDS requirements.

Refugee or Protected Persons:

International students applying as Convention Refugee, Refugee claimants, or Protected Persons shall be categorized as international students until official proof of Refugee / Protected Persons status is received. Unless the student is a permanent resident or Canadian citizen, a study permit is also required to register in education or training courses that last more than 6 months in duration. Please also see section 4.1: *Tuition and fees* for information on tuition fee categories and exemptions.

Refugee or Protected Persons must apply through the [OCAS International Application System \(IAS\) \(https://www.ontariocolleges.ca/en/apply/international-applicants/\)](https://www.ontariocolleges.ca/en/apply/international-applicants/), indicate Refugee or Protected Status under the Citizenship section, and upload required documentation listed above (see section 2.1.2: *Application process – International students*). If it is found that false information was given on the admission application, students may be charged with academic misconduct for fabrication (see section 9: *Academic Integrity*) and are subject to penalties under these regulations as well as the Student Code of Conduct. Information will also be reported to IRCC.

Deferral requests (for new semester 1 students):

Eligible international applicants starting their first semester at the college may request a deferral to the same program in the next available intake using the International Request for Deferral form, found on the [International Admissions site \(https://www.georgiancollege.ca/international/admissions/#admission-requirements\)](https://www.georgiancollege.ca/international/admissions/#admission-requirements). Eligibility requirements are as follows:

- Must have paid full tuition deposit
- Must be the first deferral request (can only request one deferral)
- Must be for the same program in a future intake

International applicants who wish to defer beyond the first request, or applicants who wish to change programs, must submit a new admissions application. Exceptional circumstances may be considered. Applicants may be required to produce additional documentation in support of the request. Please consult with your agent or counsellor about program availability. All paid deposits will transfer with the applicant's status, if the deferral request is approved. Please refer to section 4.5: *Program and course withdrawal* for information on deadlines and refunds.

Program Change requests (for new semester 1 students):

Eligible international applicants who are starting their first semester at the college and have paid the full tuition deposit may request a program change for the current intake or a future intake by submitting the International Program Change Request form, found on the [International Admissions site \(https://www.georgiancollege.ca/international/admissions/#admission-requirements\)](https://www.georgiancollege.ca/international/admissions/#admission-requirements). An applicant who requests to defer the intake and change programs will be considered as a new applicant requiring a new assessment. Applicants may be required to produce additional documentation in support of the change request. Please consult with your agent or counsellor about program availability. All paid deposits will transfer with the applicant's status, if the request is approved. Please refer to section 4.5: *Program and course withdrawal* for information on deadlines and refunds.

2.1.3 Deadlines

Applicants are urged to submit their application as early as possible as some programs may require them to take part in an information session, write a selection test(s), submit a resumé/ portfolio or other documents. For highly competitive programs, applications received by February 1 each year will be considered equally. For offer of admission process deadlines, see section 2.12: *Offer of admission and accepting the offer*. Applications received after February 1, will be processed on a first-come, first-served basis. To find out which programs are open, waitlisted or closed, domestic applicants should visit [OCAS \(http://www.ontariocolleges.ca/\)](http://www.ontariocolleges.ca/) for the most updated information. Alternative contacts include the inquiry line toll-free at 1.888.892.2228, or Georgian College directly at 705.722.1511, or admissions@georgiancollege.ca. International applicants should visit the [International Application System \(IAS\) \(https://www.ontariocolleges.ca/en/apply/international-applicants/\)](https://www.ontariocolleges.ca/en/apply/international-applicants/) or email international@GeorgianCollege.ca ([%E2%80%AFinternational@GeorgianCollege.ca](mailto:international@GeorgianCollege.ca)).

2.2 Basic admissions requirements

For all programs, the admissions and selection requirements noted on the program outline in addition to those listed here must be met in order to gain final admission into the program. Applicants must possess one of the following requirements to be eligible for admission to most certificate and diploma programs:

Secondary school applicants:

- Ontario Secondary School (OSS) curriculum: Ontario Secondary School Diploma (OSSD) or equivalent, with courses at the college (C), university (U) or university/college (M) level

Non-secondary school applicants (19 years or older). Mature applicants must meet all course and additional admission requirements listed on program outlines:

- Specific credit courses taken at Georgian College
- Equivalent courses taken through secondary school or Independent Learning Centres (at the general, advanced, college or university level)
- Academic and Career Entrance Certificate (ACE) courses available at most Georgian campuses
- Mature student testing that meets the minimum standards for admission available through most testing services at Georgian campuses
- Ontario High School Equivalency Certificate (GED) testing only available for select admission requirements
- Credit courses taken through accredited colleges/universities to meet select admission requirements

Home schooled applicants:

Applicants who have been educated in a home school system at the Grade 12 level, may apply to Georgian College for post-secondary programs. All specific course requirements for a particular program must be met. When official transcripts from college-approved institutions cannot be used to meet entrance requirements for home schooled applicants, equivalency testing may be available for certificate or diploma programs. In these cases, the Communications Placement Assessment (CPA) tests for both mathematics and English will be considered. For equivalency in other subject areas or for degree programs, students must complete course work prior to being admitted. Challenge exams for some science courses may be available upon request.

Graduate certificate and degree programs:

Admissions requirements for graduate certificate programs vary and eligible applicants are required to have completed a college diploma, advanced diploma, or a bachelor's degree from a recognized institution.

Degree programs require an OSSD with six Grade 12 U or M level courses. Most degree programs have specific grade point average (GPA) requirements. Previous grades of less than 60 per cent at the post-secondary level will be reviewed as part of the admissions process. Equivalency testing is not available to degree program applicants to meet admission requirements.

2.2.1 Mature applicants to post-secondary certificate and diploma programs

Non-secondary school applicants who are 19 years of age or older by the first day of classes, who do not have the academic entrance qualifications, may be considered for entrance to an appropriate post-secondary diploma or certificate program as mature applicants. Mature applicants must meet all program-specific prerequisites including all courses listed for each program, and all selection criteria. Applicants who are unsure whether they meet admission requirements should contact the Office of the Registrar. In addition, those applying as mature students and having no documentation of Grade 12 education must supply, if required, proof of age, such as a copy of an official birth certificate or driver's licence. Refer to section 2.6: *Other admission requirements* for further details.

2.2.2 Mature applicants to degree programs

Mature applicants applying to a degree program must meet all of the following criteria:

- Be 19 years of age by the program start date (mature applicants to BScN must be 21 years of age)
- Have not attended post-secondary institutions
- Meet all course-specific admission requirements, or equivalents, for the degree
- Must have demonstrated potential for success in degree studies through academic accomplishments
- All BScN applicants must have met the science and math requirements within the last 5 years
- BScN applicants in PHPA must be graduates of the program; second semester courses will be considered for admission

The following documents are required from mature applicants applying to degree programs:

- Official secondary school transcript(s)
- Supplemental Education Form or the BScN Supplemental Form (Note: Withholding information can result in offers being rescinded or students withdrawn from their programs.)

Depending on the program applied to, mature applicants may also be required to provide at least one of the following:

- Resume outlining work and volunteer experience since full-time attendance at school) and/ or

- Letter of intent and/ or
- Other supporting documentation

Meeting the minimum requirements for admission does not guarantee admission to a degree program.

2.2.3 College/ University applicants to degree programs

College/ University applicants are those who have completed post-secondary education at an accredited institution and are able to demonstrate potential for success in degree studies through academic accomplishments. Minimum GPA of 60 per cent, including all attempted courses, is required for most programs (BScN applicants must have no grades below 60 per cent within the last 5 years; BScN applicants in PHPA must be graduates of the program- second semester courses will be considered for admission). Competitive programs may require higher GPA and specific course grades for admission. Applicants demonstrating academic performance below 60 per cent may be required to submit a letter outlining exceptional circumstances and any other supporting information/documentation contributing to the applicant's academic record.

The following documents are required from Transfer applicants to degree programs:

- Official transcript(s)
- Supplemental Education Form or the BScN Supplemental Form, disclosing all post-secondary institutions attending (Note: Withholding information can result in offers being rescinded or students withdrawn from their programs.)

Depending on the program applied to, transfer applicants may also be required to provide at least one of the following:

- Resume outlining work and volunteer experience since full-time attendance at school) and/ or
- Letter of intent and/ or
- Other supporting documentation

Meeting the minimum requirements for admission does not guarantee admission to a degree program.

2.3 Learning skills

While academic achievement is of major importance in the admissions process, other skills such as being able to work independently, participating on a team, being well-organized, developing good work habits, and showing initiative, are those that result in the greatest success in college. By contrast, students lacking these skills are less likely to become well-integrated into college programs and are more likely to leave without completion. Applicants are encouraged to develop these skills and attitudes before beginning their college programs.

2.4 College preparatory programs/academic and career preparation

Applicants, who have successfully completed college preparatory programs and Academic and Career Entrance (ACE) upgrading, are eligible for admission to post-secondary diploma or certificate programs (not applicable to degree or graduate certificate programs) provided that admission requirements and deadlines have been met (not applicable to highly competitive post-secondary programs).

ACE Math AACE1003 does not meet the Grade 12 C level math requirement.

ACE English will meet the academic course requirement for admission; however, proof of English language proficiency may be required (see section 2.5 below).

2.5 English language proficiency

The language of instruction at Georgian College is English. In addition to the academic admission requirements, all applicants for whom English is not their first language and/or are coming from countries where English is not an official language, must provide proof of language proficiency. Applicants must meet ONE of the following criteria to meet Georgian's language proficiency requirements (see specific language requirements below for some programs):

- Must have completed three full years of study at the secondary school (high school) level in English in a country where English is a primary language (four years are required for BScN, Pharmacy Technician, and Addictions: Treatment and Prevention), OR
- Must have completed one full year of study in an accredited post-secondary program in English in a country where English is a primary language (not applicable to BScN), OR
- Must have an Ontario Secondary School Diploma (or Canadian provincial equivalent) and English credit (Grade 12 U, M or C) issued by a public or Catholic school board (not applicable to BScN), OR
- Graduate from Level 8 of Georgian's EAPC - English for Academic Purposes (see score requirement below)

- Provide proof of graduation from one of the authorized [Georgian College Incoming transfer and language agreements](https://www.georgiancollege.ca/admissions/credit-transfer/incoming-articulations/) (<https://www.georgiancollege.ca/admissions/credit-transfer/incoming-articulations/>)(not applicable to BScN), OR
- Must have completed three years of study at a secondary private school in Ontario and received an Ontario Secondary School Diploma and English credit (Grade 12 U, M or C).

International students applying through the Student Direct Stream (SDS) should be aware that the SDS International English Language Testing System (IELTS) requirements are 6.0 with no score less than 6.0 in any of the four bands. For programs listing a higher IELTS requirement, the higher score will be required for admissions. Priority for applicants will be given to those who meet SDS requirements. Please review the SDS website (<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/student-direct-stream/eligibility.html>) for the current list of eligible countries.

If an applicant does not meet any of the above criteria, they will be required to submit an acceptable English language proficiency test with the appropriate score. Final admission will not be granted until this requirement has been met. English language tests older than two years will not be considered. Acceptable language tests include, but are not limited to:

Examinations	Diploma/Certificate	BScN	Pharmacy Technician	Degree Studies	Addictions: treatment and prevention	Graduate Certificate
TOEFL Internet-based test (IBT)	79	89 ¹	91 (minimum bands of 23 in Speaking, 25 in Writing, 22 in Reading and 21 in Listening)	89 ¹	N/A	89 ¹
TOEFL Paper-based test	550	580	580	580	N/A	580
IELTS Academic only	6.0	7.0	6.5 (with no band less than 6.0)	6.5	7.0	6.5
YELT	1-5	1-4	N/A	1-5	N/A	1-5
TOEIC	800	N/A	N/A	850	N/A	850
Canadian Academic English Language (CAEL)	60	N/A	N/A	60 ²	N/A	60 ²
Pearson Test of Academic English (PTE)	58	N/A	N/A	61	N/A	61
Cambridge English: Advanced (CAE)	170	N/A	N/A	175	N/A	175
Graduate of Level 8 of Georgian's GAAS - English for Academic Purposes	60% in certificate or completion of level 8 with 70% or higher	N/A	N/A	Completion of level 8 with 75% or higher	Completion of level 8 with 80% or higher	Completion of level 8 with 80% or higher

¹ Require minimum bands of 22 in writing and 22 in speaking

² Minimum bands of 50

Below is a list of countries in which English is an official primary language. Applicants who are residents or have studied (in English) in these countries, are not required to present proof of English language proficiency (not applicable to Pharmacy Technician):

Letter	Countries
A	Anguilla, Antigua and Barbuda, Australia
B	Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands
C	Cameroon, Canada, Cayman Islands, Cook Islands
D	Dominica
F	Falkland Islands, Fiji
G	Gambia, Ghana, Gibraltar, Grenada, Guyana
I	Ireland
J	Jamaica
K	Kenya, Kiribati

L	Lesotho, Liberia
M	Malawi, Malta, Mauritius
N	Namibia, Nauru, Netherlands, New Zealand, Nigeria
P	Papua New Guinea, Philippines
R	Rwanda
S	St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Seychelles, Sierra Leone, Singapore, Solomon Islands, South Africa, Swaziland
T	Tanzania, Tonga, Trinidad and Tobago, Turks and Caicos
U	Uganda, United Kingdom, United States of America
Z	Zambia, Zimbabwe

Pharmacy Technician Diploma

This program is accredited by the Canadian Council for Accreditation of Pharmacy programs (CCAPP). CCAPP ensures that all accredited colleges meet the National Association of Pharmacy Regulatory Authorities (NAPRA) language proficiency (<https://napra.ca/>).

Applicants must meet ONE of the following criteria to meet Georgian's language proficiency requirements for the Pharmacy Technician diploma:

- Must have completed four consecutive full years of study at the secondary school (high school) level in Canada in English, OR
- Completed an undergraduate degree from a university in Canada, whose instruction was provided in English, OR
- Submit an acceptable English language proficiency test with the appropriate score. Final admission will not be granted until this requirement has been met. English language tests older than two years will not be considered.

Acceptable language tests for the Pharmacy Technician program include:

- IELTS – International English Language Testing System (Academic). Score of 6.5 (with no band less than 6.0)
- TOEFL iBT (Internet) – Test of English as a Foreign Language. Score of 91 (minimum bands of 23 in Speaking, 25 in Writing, 22 in Reading and 21 in Listening).

2.6 Other admission requirements

Some post-secondary programs require special prerequisite courses, essays, resumés, testing, portfolios, minimum cut-off scores, or information sessions. These requirements are listed under the admission requirements, admissions details and selection process sections of each program outline. It is the responsibility of the applicant to complete these requirements as part of the admission process. The Office of the Registrar will inform applicants of any changes to admission requirements if they are not listed on the program outline during the application process.

2.7 Criminal record check and vulnerable sector check

Some College programs have a clinical or work/ field placement component within their curriculum. Students in such programs may be required by host agencies or employers to provide a current criminal record check and vulnerable sector check from a police service before they may start their clinical or work/field placement. Individuals who have been charged or convicted criminally and not pardoned will be prohibited from proceeding to a clinical or work/ field placement. Students should check their program outline for more information. As some jurisdictions require a long lead-time for processing, please check with the program co-ordinator to ensure sufficient turnaround time. These checks are required prior to the placement start. Many placements also require proof of up-to-date immunizations, see section 4.2.3: *Immunization and placements*.

Accordingly, if a student is registering in a program with a clinical or work/ field placement component, it is the student's responsibility to ensure that they are eligible to participate. Further, the College assumes no responsibility for these matters and students should be aware that tuition and related fees will not be refunded in the event that access to a clinical or placement course is denied. Students should be aware that some professions and licencing boards also have a criminal record check provision to ensure suitability to practice in the profession. Accordingly, it is recommended that students who have a criminal record contact the appropriate professional association or licensing agency prior to starting their college studies. The costs associated with the provision of the criminal record check are the responsibility of the student.

2.8 Practical experience – work integrated learning

All programs at the college contain opportunities for practical experience in the form of work-integrated learning (WIL) (<https://www.georgiancollege.ca/student-life/student-services/co-op-and-career-services/>).

Georgian College holds membership with, and follows, the co-operative education guidelines set out by the Co-operative Education Work Integrated Learning Canada (CEWIL) (<https://www.cewilcanada.ca/>) and Education at Work Ontario (EWO) (<https://ewo.ca/>) as supported by the Ministry of Colleges and Universities (MCU) (<https://www.ontario.ca/page/ministry-colleges-universities/>).

2.8.1 Co-op work terms

All co-operative education programs at the college contain mandatory work term experiences aligned with program learning outcomes. Co-op work terms are designed to integrate academic learning with work experience, supporting the development of industry specific competencies and employability skills.

Co-op is facilitated as a supported, competitive job search process. Students secure their co-op work term by engaging in an active co-op job search that includes applying to positions posted by co-op consultants, personal networking, and independent job search. Students gain access to positions posted by co-op consultants after successfully completing a Co-op and Career Preparation course (non-credit), scheduled prior to their first co-op work term. Co-op work terms are scheduled according to a formal sequence that alternates academic and co-op semesters as shown in the program progression. The procedures to support students in the competitive job search process are outlined in the Co-op Student Manual, which is updated on an annual basis and made available to all students on the student portal.

Programs may have additional requirements related to the co-op work term, such as a valid driver's licence, strong communication skills, industry specific certifications, and ability to travel or temporarily relocate. Under exceptional circumstances, a student who does not meet the requirements for co-op work terms may be unable to complete the program progression. See section 4.2.7: (*Changes in program, course, section or co-op*) for details.

International co-op work terms are supported and encouraged, when aligned with program requirements. Further information on [co-op services](https://www.georgiancollege.ca/student-life/student-services/co-op-and-career-services/) (<https://www.georgiancollege.ca/student-life/student-services/co-op-and-career-services/>) can be found on the website.

2.9 Admissions requirements course equivalencies

To meet admission requirements, applicants must have completed secondary school courses at the general, advanced, college or university level. Courses completed at a post-secondary institution will be considered on an individual basis (see section 3.1.8: *Transfer credit/exemptions*). Students must provide official transcripts and course descriptions for evaluation. Courses completed at institutions outside of Ontario are evaluated based on the educational standards of that province or country. For further information, please email the Office of the Registrar at admissions@georgiancollege.ca.

2.10 Highly competitive programs

When there are more qualified applicants than spaces available in highly competitive programs, the college will use formal selection requirements and criteria to determine final selection, in accordance with the [Ontario Human Rights Code](http://www.ohrc.on.ca/en/ontario-human-rights-code/) (<http://www.ohrc.on.ca/en/ontario-human-rights-code/>) and [Ministry of Colleges and Universities \(MCU\)](https://www.ontario.ca/page/ministry-colleges-universities/) (<https://www.ontario.ca/page/ministry-colleges-universities/>) policy.

Selection requirements and criteria are approved by the MCU and include, but are not limited to; academic requirements and performance, testing, information session participation, portfolios, resumés, reports, physical health and age requirements. These requirements and criteria may vary from program to program. For programs requiring selection testing, a non-refundable testing fee is required. This fee must be paid at the time of scheduling the test. Students are notified of this fee once they apply to the college. The testing fee is non-refundable if the student chooses not to write, fails the test, does not meet admission requirements, does not receive an offer to the program, or chooses not to attend if accepted.

2.11 Priority of admissions

When a program is highly competitive, applicants will be admitted to the college in the following order, as required by the [Ministry of Colleges and Universities \(MCU\)](https://www.ontario.ca/page/ministry-colleges-universities/) (<https://www.ontario.ca/page/ministry-colleges-universities/>):

1. Permanent residents of Canada
2. Citizens of other countries

2.11.1 International selection

When the college receives more qualified international (citizens of other countries) applicants than international spaces available, the college will use selection requirements and criteria to determine final selection. This means that the college is setting processing priorities based on academic quality of applicants and diversity of the international student body.

2.12 Offer of admission and accepting the offer Domestic applicants

Applicants will be notified of their acceptance in a letter of acceptance (LOA) from the college and all offers will be displayed on the college student portal at [MyGCLife.ca](https://georgiancollege.sharepoint.com/sites/student/SitePages/Home.aspx) (<https://georgiancollege.sharepoint.com/sites/student/SitePages/Home.aspx>) applicant dashboard and at [ontariocolleges.ca](https://www.ontariocolleges.ca) (OCAS). For domestic applicants whose programs start in the fall and winter term, LOAs are released commencing February 1 for most programs and the second week of March (or later) for highly competitive programs and/or programs with selection processes. [ontariocolleges.ca](https://www.ontariocolleges.ca) (OCAS).

Applicants have until May 1 to accept the offer through [OCAS](https://www.ontariocolleges.ca/en/) (<https://www.ontariocolleges.ca/en/>), which will reserve a space for them in that program. An applicant may accept only one offer of admission at one time. Applicants who do not respond before May 1 will forfeit their place in the

program to applicants on the waiting list (if applicable). Applicants who receive an offer of admission after May 1 have 10 working days to accept the offer.

After the offer is accepted (conditional or final), applicants will be required to pay a non-refundable deposit by the fee deadline to confirm their seat (see section 4.1.3: *Tuition deposits*).

Applicants may be conditionally accepted pending fulfillment of requirements stated in the program outline and by checking the College's student portal [MyGCLife.ca](https://georgiancollege.sharepoint.com/sites/student/SitePages/Home.aspx) (<https://georgiancollege.sharepoint.com/sites/student/SitePages/Home.aspx>) applicant dashboard. All conditions must be met before final admission is granted. Applicants who do not meet the conditions will be notified by an Admissions Officer. If an applicant does not meet the conditions of the offer, the offer will be rescinded; and if eligible, an alternate program will be offered. If there are no alternate program options, the application will be closed. Deposit payments are not refunded for any reason, including an inability to meet admission requirements. Applicants who meet the requirements will not be notified. It is the applicant's responsibility to check the conditional status on the College's student portal [MyGCLife.ca](https://georgiancollege.sharepoint.com/sites/student/SitePages/Home.aspx) (<https://georgiancollege.sharepoint.com/sites/student/SitePages/Home.aspx>) applicant dashboard. Dates and processes mentioned above apply to conditional and final offers. Conditional offers are valid offers and must be confirmed and paid by all deadlines.

International applicants

Applicants will be notified of their offer of acceptance in a pre-admission invoice from the college, which is displayed electronically on the [International Application System \(IAS\)](https://www.ontariocolleges.ca/en/apply/international-applicants/) (<https://www.ontariocolleges.ca/en/apply/international-applicants/>).

International applicants are required, by the deadline found within their pre-admission invoice, to accept the offer (conditional or full) through IAS and pay a non-refundable deposit. See section 4.1.3: *Tuition deposits (Domestic students)*. The act of accepting the offer in IAS and paying the deposit, will reserve a space for them in that program. Applicants who do not pay the tuition deposit before deadline will forfeit their place in the program. Upon receipt of the full deposit payment, International applicants will receive the final letter of acceptance (LOA) to be used in the study permit application process.

Applicants may be conditionally accepted pending fulfillment of requirements stated in the program outline and by checking IAS. All conditions must be met before final admission is granted. Applicants who do not meet the conditions will be notified by an Admissions Officer. If an applicant does not meet the conditions of the offer, the offer will be rescinded; and if eligible, an alternate program may be offered. If there are no alternate program options, the application will be closed. Except for visa refusal, tuition deposit payments are not refunded for any reason, including an inability to meet admission requirements. Applicants who meet the requirements will not be notified. It is the applicant's responsibility to check the conditional status on IAS. Dates and processes mentioned above apply to conditional and final offers. Conditional offers are valid offers and must be confirmed by the applicant and payment received by all the deadlines. Late applications may receive offers up to the fifth day of the term, including new offers and decisions on deferral requests, semester one program change requests and readmits.

2.12.1 Waiting lists

Qualified applicants who are not initially accepted may be placed on a waiting list. An admission selection procedure will be used to establish which applicants will be placed on the list and in which order they will appear. Applicants placed on a waiting list for a program that also has a scheduled January (winter) or May (summer) intake may be offered admission for the next intake, without the need to reapply. Applicants will be advised if this is the case. If a seat becomes available, an applicant will be contacted by an Admissions Officer. Applicants who apply for more than one Georgian program can remain on the waiting list for one Georgian program while accepting the offer for a different Georgian program. Applications received after February 1 are considered on a first-come, first-served basis.

2.13 Re-admission

Students must apply for re-admission in any of the following circumstances:

- If the student has failed to remain continuously registered following the typical sequence of semesters for the program over an 8-month period of time (two consecutive terms)
- If the student has been academically dismissed through academic performance or academic misconduct.

2.13.1 Guidelines

When students are re-admitted to the college, they must successfully complete the graduation requirements described in the current program outline. Students in semester one who need to retake or start over in semester one must apply for re-admission through [OCAS](https://www.ontariocolleges.ca/en/) (<https://www.ontariocolleges.ca/en/>) or [IAS](https://www.ontariocolleges.ca/en/apply/international-applicants/) (<https://www.ontariocolleges.ca/en/apply/international-applicants/>). Those in subsequent semesters must apply using an internal college application form. There is a non-refundable fee payable at the time of application. The dean/ associate dean in consultation with the program co-ordinator and the Office of the Registrar will determine the student's academic eligibility for re-admission. The Office of the Registrar will inform the student of the decision.

2.13.2 Process

Before being re-admitted, the student's progress will be reviewed. This review may include examination of any of the following:

- Health records and current health assessment
- Interview results
- Transcripts
- Course outlines
- Evaluations from previous academic records
- Letters of reference from employing agencies, partners or other educational institutions
- Diagnostic testing (fees may apply).

Priority for re-admission will be given to the following:

- Students returning to any year of their program who have had an illness and whose physician recommends, in writing, that the student is able to cope with the physical, emotional and cognitive demands of the program
- Students who have failed or withdrawn from any previous courses in which the dean/associate dean in consultation with the program co-ordinator and the Office of the Registrar have determined that the student will be successful in their studies.

2.14 Program transfer

Students wishing to transfer to another program in an advanced level or to the same program at a different campus must apply for program change through the Office of the Registrar.

2.14.1 Guidelines

When students are transferred, they must successfully complete the graduation requirements described in the current program outline. There is a non-refundable fee payable at the time of application for program transfers (except if transferring to the same program at a different campus or when transferring from the 2 year to 3-year version of the same program). This fee must be paid when the application for transfer is submitted to the Office of the Registrar. The program co-ordinator and the Office of the Registrar determine the student's academic eligibility for transfer. Poor academic standing or misconduct may deem a student ineligible for transfer. Transfer to another program or level is also determined according to available space. The Office of the Registrar will inform the student of the decision.

2.14.2 Process

Before being transferred, the student's progress will be reviewed. This review may include examination of any of the following:

- Health records and current health assessment
- Interview results
- Transcripts
- Course outlines
- Evaluations from previous academic records
- Letters of reference from employing agencies or other educational institutions
- Diagnostic testing (fees may apply)
- Academic standing.

Priority for transfer will be given in the following sequence:

- Students wishing to transfer to the same program at a different campus
- Students wishing to transfer to similar programs at the same campus, where the curriculum is identical or almost identical
- Students applying to transfer from another program at Georgian College.

2.15 Applicants with accessibility needs

Georgian College encourages academically qualified people with accessibility needs to apply for admission. While all students must satisfy admission and graduation requirements, the college recognizes that students with accessibility needs may require individualized assistance. This assistance is also available to students with short-term accessibility needs. Students should contact an accessibility advisor to discuss opportunities at Georgian College. For details about the modified admissions process, please visit [accessibility services \(https://www.georgiancollege.ca/student-life/student-services/accessibility-services/\)](https://www.georgiancollege.ca/student-life/student-services/accessibility-services/).

The College adheres to the [Ontario Human Rights Code \(https://www.ontario.ca/laws/statute/90h19/\)](https://www.ontario.ca/laws/statute/90h19/) and will make every effort to provide reasonable academic accommodation to students. These accommodations provide students with an equal opportunity to meet the standards of the courses in their programs. To discuss services and accommodations, students must contact Accessibility Services upon being admitted to the

college to start the accommodation process. . For more information, visit the [Student Services \(https://www.georgiancollege.ca/student-life/student-services/\)](https://www.georgiancollege.ca/student-life/student-services/) website.

2.16 Unsuccessful applicants

Applicants who meet admission requirements but do not receive an offer, or applicants who do not meet admission requirements, may view outstanding requirements on the college's student portal [MyGCLife.ca \(https://georgiancollege.sharepoint.com/sites/Employee/SitePages/Home.aspx\)](https://georgiancollege.sharepoint.com/sites/Employee/SitePages/Home.aspx) domestic applicant dashboard, or [IAS \(https://www.ontariocolleges.ca/en/apply/international-applicants/\)](https://www.ontariocolleges.ca/en/apply/international-applicants/) for international applicants. Applicants may discuss available alternatives with the Office of the Registrar. International applicants are advised to consult with their agent or contact [international@GeorgianCollege.ca \(international@GeorgianCollege.ca\)](mailto:international@GeorgianCollege.ca). In accordance with Ministry of Colleges and Universities (MCU) guidelines, Georgian College provides a process for reviewing admission decisions. (see section 10: *Academic appeals*). For more information, contact the Office or Registrar at [registrar@GeorgianCollege.ca \(registrar@georgiancollege.ca\)](mailto:registrar@GeorgianCollege.ca).