

## 2. ADMISSIONS

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Georgian's admission regulations ensure all applications are considered fairly and equitably. The regulations apply the principles of the [Ontario Human Rights Code](https://www.ohrc.on.ca/en/ontario-human-rights-code/) (<https://www.ohrc.on.ca/en/ontario-human-rights-code/>), the [Ontario Ministry of Colleges and Universities \(MCU\)](https://www.ontario.ca/page/ministry-colleges-universities/) (<https://www.ontario.ca/page/ministry-colleges-universities/>) regulations and the directives of the [Board of Governors of Georgian College](https://www.georgiancollege.ca/about-georgian/corporate-information/president/board-of-governors/) (<https://www.georgiancollege.ca/about-georgian/corporate-information/president/board-of-governors/>).

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

Georgian College offers credit programs in full-time and part-time delivery, which lead successful students toward an approved credential (e.g., certificate, diploma, advanced diploma, degree). To apply for admission to a credit program, all applicants must meet the minimum admission requirements (Section 2.2: *Basic admission requirements*) and submit a complete application including all required admissions documentation used to establish applicant eligibility.

Applicants seeking transfer credit from previous postsecondary studies, life skills to be assessed via prior learning assessment and recognition (PLAR), or using pathway or articulation agreements, should review section 3: *Credit for Prior Learning*. Sufficient processing time is required for the transfer credit process. Applicants from an educational institution that has an articulation agreement with Georgian College, or applicants following a pathway from one Georgian College program to another, must identify this at the point of application so that appropriate transfer credits can be reviewed and assigned.

**Domestic applicants:** Domestic residents applying to full-time and part-time credit programs at Georgian College must complete the following steps by applicable deadlines.

1. Submit a completed application to the [Ontario College Application System \(OCAS\)](https://www.ontariocolleges.ca/en/) (<https://www.ontariocolleges.ca/en/>) pay the OCAS application fee. OCAS receives and records applications and decisions related to the application.
2. Submit official transcripts. In many cases, official transcripts may be requested within the [OCAS](https://www.ontariocolleges.ca/en/) (<https://www.ontariocolleges.ca/en/>) application (additional fees apply).
3. Submit all additional supporting documents required for admission. Applicants are responsible for being aware of and submitting all admission requirements listed in the program's outline.

If an offer of admission is released, the applicant must:

- Return to the [OCAS](https://www.ontariocolleges.ca/en/) (<https://www.ontariocolleges.ca/en/>) application to accept the offer by the deadline (this is also known as confirming the offer).
- Pay the non-refundable tuition deposit to the college by the deadline in order to secure a seat in the program.

Applicants who have prior postsecondary education or life skills and wish to apply to an advanced semester must also apply through [OCAS](https://www.ontariocolleges.ca/en/) (<https://www.ontariocolleges.ca/en/>). (Section 3.1: *Advanced standing*).

If a part-time program is not found on [OCAS](https://www.ontariocolleges.ca/en/) (<https://www.ontariocolleges.ca/en/>), a paper application and fee are 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.

#### 2.1.1 Part-time non-credit program application process

Applications for part-time non-credit programs are not made through [OCAS](https://www.ontariocolleges.ca/) (<https://www.ontariocolleges.ca/>). Applicants can register online via the [Continuing Education website](https://www.georgiancollege.ca/academics/part-time-studies/) (<https://www.georgiancollege.ca/academics/part-time-studies/>) or [contact the Office of the Registrar](https://www.georgiancollege.ca/kualibuildca.com/app/builder/#/app/618a9d6b963c250edb0509be/start) (<https://www.georgiancollege.ca/kualibuildca.com/app/builder/#/app/618a9d6b963c250edb0509be/start>). 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. International applicants, including refugee claimants, are required by [Immigration, Refugees, and Citizenship Canada \(IRCC\)](https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/refugees-protected-persons.html) (<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/refugees-protected-persons.html>) to obtain a study permit prior to registering in education or training courses that last more than six months in duration.

**International applicants** who wish to study at Georgian College must complete the following steps by the applicable deadlines. For program availability and general inquiries, email [international@georgiancollege.ca](mailto:international@georgiancollege.ca).

1. 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/>). An application fee is required at the time of application submission.
  - International applicants without an agent representative must apply through the [IAS Applicant Portal](https://www.ontariocolleges.ca/en/apply/international-applicants/) (<https://www.ontariocolleges.ca/en/apply/international-applicants/>) directly.
  - International applicants represented by an agent should have the agent submit the application through the [IAS Agent Portal](https://authenticate.ocas.ca/auth/Account/Login/?ReturnUrl=%2Fauth%2Fconnect%2Fauthorize%2Fcallback%3Fclient_id%3Dintl.agent.implicit.prod%26redirect_uri%3Dhttps%253A%252F%252Finternational.ontariocolleges.ca%252Foidc%252Fauthorized.html%26response_type%3Ddid_token%2520token%26scope%3Dopenid%2520profile%2520email%2520intl_api.agent%26state%3D6cd9e4a44b944bb28defe37a54ab94cf%26nonce%3D4591c6aa422e4df191433fdfa849e9ed%26ui_locales%3Den-CA%26acr_values%3Ddomain%253Ainternational.ontariocolleges.ca%2520redirectUri%253Ahttps%253A%252F%252Finternational.ontariocolleges.ca%252Fagent) ([https://authenticate.ocas.ca/auth/Account/Login/?ReturnUrl=%2Fauth%2Fconnect%2Fauthorize%2Fcallback%3Fclient\\_id%3Dintl.agent.implicit.prod%26redirect\\_uri%3Dhttps%253A%252F%252Finternational.ontariocolleges.ca%252Foidc%252Fauthorized.html%26response\\_type%3Ddid\\_token%2520token%26scope%3Dopenid%2520profile%2520email%2520intl\\_api.agent%26state%3D6cd9e4a44b944bb28defe37a54ab94cf%26nonce%3D4591c6aa422e4df191433fdfa849e9ed%26ui\\_locales%3Den-CA%26acr\\_values%3Ddomain%253Ainternational.ontariocolleges.ca%2520redirectUri%253Ahttps%253A%252F%252Finternational.ontariocolleges.ca%252Fagent](https://authenticate.ocas.ca/auth/Account/Login/?ReturnUrl=%2Fauth%2Fconnect%2Fauthorize%2Fcallback%3Fclient_id%3Dintl.agent.implicit.prod%26redirect_uri%3Dhttps%253A%252F%252Finternational.ontariocolleges.ca%252Foidc%252Fauthorized.html%26response_type%3Ddid_token%2520token%26scope%3Dopenid%2520profile%2520email%2520intl_api.agent%26state%3D6cd9e4a44b944bb28defe37a54ab94cf%26nonce%3D4591c6aa422e4df191433fdfa849e9ed%26ui_locales%3Den-CA%26acr_values%3Ddomain%253Ainternational.ontariocolleges.ca%2520redirectUri%253Ahttps%253A%252F%252Finternational.ontariocolleges.ca%252Fagent)).
2. Upload into [IAS](https://authenticate.ocas.ca/auth/Account/Login/?ReturnUrl=%2Fauth%2Fconnect%2Fauthorize%2Fcallback%3Fclient_id%3Dintl.agent.implicit.prod%26redirect_uri%3Dhttps%253A%252F%252Finternational.ontariocolleges.ca%252Foidc%252Fauthorized.html%26response_type%3Ddid_token%2520token%26scope%3Dopenid%2520profile%2520email%2520intl_api.agent%26state%3D6cd9e4a44b944bb28defe37a54ab94cf%26nonce%3D4591c6aa422e4df191433fdfa849e9ed%26ui_locales%3Den-CA%26acr_values%3Ddomain%253Ainternational.ontariocolleges.ca%2520redirectUri%253Ahttps%253A%252F%252Finternational.ontariocolleges.ca%252Fagent) ([https://authenticate.ocas.ca/auth/Account/Login/?ReturnUrl=%2Fauth%2Fconnect%2Fauthorize%2Fcallback%3Fclient\\_id%3Dintl.agent.implicit.prod%26redirect\\_uri%3Dhttps%253A%252F%252Finternational.ontariocolleges.ca%252Foidc%252Fauthorized.html%26response\\_type%3Ddid\\_token%2520token%26scope%3Dopenid%2520profile%2520email%2520intl\\_api.agent%26state%3D6cd9e4a44b944bb28defe37a54ab94cf%26nonce%3D4591c6aa422e4df191433fdfa849e9ed%26ui\\_locales%3Den-CA%26acr\\_values%3Ddomain%253Ainternational.ontariocolleges.ca%2520redirectUri%253Ahttps%253A%252F%252Finternational.ontariocolleges.ca%252Fagent](https://authenticate.ocas.ca/auth/Account/Login/?ReturnUrl=%2Fauth%2Fconnect%2Fauthorize%2Fcallback%3Fclient_id%3Dintl.agent.implicit.prod%26redirect_uri%3Dhttps%253A%252F%252Finternational.ontariocolleges.ca%252Foidc%252Fauthorized.html%26response_type%3Ddid_token%2520token%26scope%3Dopenid%2520profile%2520email%2520intl_api.agent%26state%3D6cd9e4a44b944bb28defe37a54ab94cf%26nonce%3D4591c6aa422e4df191433fdfa849e9ed%26ui_locales%3Den-CA%26acr_values%3Ddomain%253Ainternational.ontariocolleges.ca%2520redirectUri%253Ahttps%253A%252F%252Finternational.ontariocolleges.ca%252Fagent)) all original or certified copies of required documentation and academic records. Applicants must provide proof of graduation, subjects taken, and grades received via official transcripts or credential evaluation services. For documents that are not in English, certified translated copies must be provided. Applicants are responsible for being aware of and submitting all admission requirements listed in the program's outline, such as tests, resumés, portfolios, letters of intent, etc.
3. If an offer of admission is released, the agent/applicant will receive a Pre-admission Letter of Acceptance (PLOA) and then must complete two steps by the deadline in the PLOA:
  - a. Return to the [IAS application](https://authenticate.ocas.ca/auth/Account/Login/?ReturnUrl=%2Fauth%2Fconnect%2Fauthorize%2Fcallback%3Fclient_id%3Dintl.agent.implicit.prod%26redirect_uri%3Dhttps%253A%252F%252Finternational.ontariocolleges.ca%252Foidc%252Fauthorized.html%26response_type%3Ddid_token%2520token%26scope%3Dopenid%2520profile%2520email%2520intl_api.agent%26state%3D6cd9e4a44b944bb28defe37a54ab94cf%26nonce%3D4591c6aa422e4df191433fdfa849e9ed%26ui_locales%3Den-CA%26acr_values%3Ddomain%253Ainternational.ontariocolleges.ca%2520redirectUri%253Ahttps%253A%252F%252Finternational.ontariocolleges.ca%252Fagent) ([https://authenticate.ocas.ca/auth/Account/Login/?ReturnUrl=%2Fauth%2Fconnect%2Fauthorize%2Fcallback%3Fclient\\_id%3Dintl.agent.implicit.prod%26redirect\\_uri%3Dhttps%253A%252F%252Finternational.ontariocolleges.ca%252Foidc%252Fauthorized.html%26response\\_type%3Ddid\\_token%2520token%26scope%3Dopenid%2520profile%2520email%2520intl\\_api.agent%26state%3D6cd9e4a44b944bb28defe37a54ab94cf%26nonce%3D4591c6aa422e4df191433fdfa849e9ed%26ui\\_locales%3Den-CA%26acr\\_values%3Ddomain%253Ainternational.ontariocolleges.ca%2520redirectUri%253Ahttps%253A%252F%252Finternational.ontariocolleges.ca%252Fagent](https://authenticate.ocas.ca/auth/Account/Login/?ReturnUrl=%2Fauth%2Fconnect%2Fauthorize%2Fcallback%3Fclient_id%3Dintl.agent.implicit.prod%26redirect_uri%3Dhttps%253A%252F%252Finternational.ontariocolleges.ca%252Foidc%252Fauthorized.html%26response_type%3Ddid_token%2520token%26scope%3Dopenid%2520profile%2520email%2520intl_api.agent%26state%3D6cd9e4a44b944bb28defe37a54ab94cf%26nonce%3D4591c6aa422e4df191433fdfa849e9ed%26ui_locales%3Den-CA%26acr_values%3Ddomain%253Ainternational.ontariocolleges.ca%2520redirectUri%253Ahttps%253A%252F%252Finternational.ontariocolleges.ca%252Fagent)) to accept the offer (also known as confirming the offer) and retrieve the PLOA, and
  - b. Pay the non-refundable tuition deposit via [Flywire](https://payment.flywire.com/pay/payment/) (<https://payment.flywire.com/pay/payment/>).
4. After the offer is confirmed and the payment is processed, the agent/applicant will be notified to return to the [IAS application](https://authenticate.ocas.ca/auth/Account/Login/?ReturnUrl=%2Fauth%2Fconnect%2Fauthorize%2Fcallback%3Fclient_id%3Dintl.agent.implicit.prod%26redirect_uri%3Dhttps%253A%252F%252Finternational.ontariocolleges.ca%252Foidc%252Fauthorized.html%26response_type%3Ddid_token%2520token%26scope%3Dopenid%2520profile%2520email%2520intl_api.agent%26state%3D6cd9e4a44b944bb28defe37a54ab94cf%26nonce%3D4591c6aa422e4df191433fdfa849e9ed%26ui_locales%3Den-CA%26acr_values%3Ddomain%253Ainternational.ontariocolleges.ca%2520redirectUri%253Ahttps%253A%252F%252Finternational.ontariocolleges.ca%252Fagent) ([https://authenticate.ocas.ca/auth/Account/Login/?ReturnUrl=%2Fauth%2Fconnect%2Fauthorize%2Fcallback%3Fclient\\_id%3Dintl.agent.implicit.prod%26redirect\\_uri%3Dhttps%253A%252F%252Finternational.ontariocolleges.ca%252Foidc%252Fauthorized.html%26response\\_type%3Ddid\\_token%2520token%26scope%3Dopenid%2520profile%2520email%2520intl\\_api.agent%26state%3D6cd9e4a44b944bb28defe37a54ab94cf%26nonce%3D4591c6aa422e4df191433fdfa849e9ed%26ui\\_locales%3Den-CA%26acr\\_values%3Ddomain%253Ainternational.ontariocolleges.ca%2520redirectUri%253Ahttps%253A%252F%252Finternational.ontariocolleges.ca%252Fagent](https://authenticate.ocas.ca/auth/Account/Login/?ReturnUrl=%2Fauth%2Fconnect%2Fauthorize%2Fcallback%3Fclient_id%3Dintl.agent.implicit.prod%26redirect_uri%3Dhttps%253A%252F%252Finternational.ontariocolleges.ca%252Foidc%252Fauthorized.html%26response_type%3Ddid_token%2520token%26scope%3Dopenid%2520profile%2520email%2520intl_api.agent%26state%3D6cd9e4a44b944bb28defe37a54ab94cf%26nonce%3D4591c6aa422e4df191433fdfa849e9ed%26ui_locales%3Den-CA%26acr_values%3Ddomain%253Ainternational.ontariocolleges.ca%2520redirectUri%253Ahttps%253A%252F%252Finternational.ontariocolleges.ca%252Fagent)) to retrieve the final Letter of Acceptance (LOA) that can be used to apply for a study permit.
5. Provide proof of visa status by signing into the [IAS application](https://authenticate.ocas.ca/auth/Account/Login/?ReturnUrl=%2Fauth%2Fconnect%2Fauthorize%2Fcallback%3Fclient_id%3Dintl.agent.implicit.prod%26redirect_uri%3Dhttps%253A%252F%252Finternational.ontariocolleges.ca%252Foidc%252Fauthorized.html%26response_type%3Ddid_token%2520token%26scope%3Dopenid%2520profile%2520email%2520intl_api.agent%26state%3D6cd9e4a44b944bb28defe37a54ab94cf%26nonce%3D4591c6aa422e4df191433fdfa849e9ed%26ui_locales%3Den-CA%26acr_values%3Ddomain%253Ainternational.ontariocolleges.ca%2520redirectUri%253Ahttps%253A%252F%252Finternational.ontariocolleges.ca%252Fagent) ([https://authenticate.ocas.ca/auth/Account/Login/?ReturnUrl=%2Fauth%2Fconnect%2Fauthorize%2Fcallback%3Fclient\\_id%3Dintl.agent.implicit.prod%26redirect\\_uri%3Dhttps%253A%252F%252Finternational.ontariocolleges.ca%252Foidc%252Fauthorized.html%26response\\_type%3Ddid\\_token%2520token%26scope%3Dopenid%2520profile%2520email%2520intl\\_api.agent%26state%3D6cd9e4a44b944bb28defe37a54ab94cf%26nonce%3D4591c6aa422e4df191433fdfa849e9ed%26ui\\_locales%3Den-CA%26acr\\_values%3Ddomain%253Ainternational.ontariocolleges.ca%2520redirectUri%253Ahttps%253A%252F%252Finternational.ontariocolleges.ca%252Fagent](https://authenticate.ocas.ca/auth/Account/Login/?ReturnUrl=%2Fauth%2Fconnect%2Fauthorize%2Fcallback%3Fclient_id%3Dintl.agent.implicit.prod%26redirect_uri%3Dhttps%253A%252F%252Finternational.ontariocolleges.ca%252Foidc%252Fauthorized.html%26response_type%3Ddid_token%2520token%26scope%3Dopenid%2520profile%2520email%2520intl_api.agent%26state%3D6cd9e4a44b944bb28defe37a54ab94cf%26nonce%3D4591c6aa422e4df191433fdfa849e9ed%26ui_locales%3Den-CA%26acr_values%3Ddomain%253Ainternational.ontariocolleges.ca%2520redirectUri%253Ahttps%253A%252F%252Finternational.ontariocolleges.ca%252Fagent)) and uploading proof of full study permit.

#### For international applicants represented by an agent

Prior to registration, agents are authorized by the applicant to make any decisions and declarations regarding the applicant's admission application and any applicable fees and refunds. After registration, all authorization and decision-making transfers to the applicant. At the point of submitting an application for admission, the agent agrees 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 of admission may be rescinded. This rescission may take place at any time during the application process or enrolment, and
- the college is authorized to collect and store the applicant's personal information, and the college may release and obtain information from [Immigration, Refugees and Citizenship Canada \(IRCC\)](https://www.canada.ca/en/immigration-refugees-citizenship.html) (<https://www.canada.ca/en/immigration-refugees-citizenship.html>) 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 4.4.2.2: *Refunds – international students*).

### **Student Direct Stream (SDS)**

International applicants applying through the [Student Direct Stream](https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/student-direct-stream.html) (SDS) program should note that the [International English Language Testing System](https://payment.flywire.com/pay/payment/) (IELTS) requirement is 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. Review the list of eligible SDS countries at the [Student Direct Stream \(SDS\) website](https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/student-direct-stream/eligibility.html).

### **Refugee or Protected Persons**

International applicants 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. Per the [IRCC](https://www.canada.ca/en/immigration-refugees-citizenship.html), 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 six months in duration (Section 4.1: *Tuition and fees*).

Refugee or Protected Persons must apply through the [International Application System \(IAS\)](https://www.ontariocolleges.ca/en/apply/international-applicants/), indicate Refugee or Protected Status under the Citizenship section, and upload required documentation listed above (Section 2.1.2: *Application process for international students*).

### **Deferral requests (for new semester one 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 Deferral Request option in the [International Application System \(IAS\)](https://www.ontariocolleges.ca/en/apply/international-applicants/). Eligibility requirements are as follows:

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

International applicants who wish to defer beyond the first request must submit a new admissions application in [IAS](https://www.ontariocolleges.ca/en/apply/international-applicants/). Additional documentation may be required. Applicants should consult with their agent or counsellor about program availability. All fees paid, including the tuition deposit, will transfer with the applicant's status if the deferral request is approved. If deferral request is denied, the tuition deposit paid in the original program and intake is upheld as non-refundable and does not move from intake to intake (Section 4.4.2.3: *Non-refundable fees*). For information on deadlines and refunds refer to Section 4.4.1: *Program and course withdrawal*.

### **Program change requests (for new semester one 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). An applicant who requests to simultaneously change their intake and program will be considered as a new applicant requiring a new assessment. Additional documentation may be required. Applicants should consult with their agent or counsellor about program availability. All fees paid, including the tuition deposit, will transfer with the applicant's status if the deferral request is approved. If request is denied, the tuition deposit paid in the original program and intake is upheld as non-refundable and does not move from intake to intake (Section 4.4.2.3 *Non-refundable fees*). For information on deadlines and refunds refer to Section 4.4.1: *Program and course withdrawal*.

## **2.1.3 Deadlines**

Applicants are urged to submit their complete application as early as possible. Some programs may require participation in an information session, results of selection test(s), submission of a resumé/portfolio, other admissions documents, or post-admission/ pre-registration requirements that may require lead time for submission (e.g., police vulnerable sector check, clinical preparedness permit, etc.).

**Domestic residents** follow the application cycle, which opens in early October for the following academic year (e.g., applicants to fall 2023, winter 2024, and summer 2024 intakes may submit applications when the cycle opens on [OCAS](http://www.ontariocolleges.ca/) in early October 2022). Refer to [OCAS Important dates](https://www.ontariocolleges.ca/en/apply/important-dates/) for details.

- Offers to most programs may be released starting Nov. 1.
- Applicants must meet the confirmation deadline and non-refundable tuition deposit deadline to ensure their seat is secured.
  - Confirmation deadline is generally May 1 or as listed in the Letter of Acceptance (LOA)
  - Deposit deadline (non-refundable) is mid-June for the fall intake, early October for the winter intake, and early February for the summer intake, or as stated in the Letter of Acceptance (LOA)

For highly competitive programs, applications received from domestic and international applicants will be considered equally starting Feb. 1.

- For Offer of admission process deadlines refer to Section 2.12: *Offer of admission and accepting the offer*.
- Applications received or applications completed after Feb. 1 will be processed on a first-come, first-served basis depending on seat availability.

To find out which programs are open, waitlisted or closed, domestic applicants should visit **OCAS** (<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](mailto:admissions@georgiancollege.ca).

**International applicants** should visit the **Ontario Colleges International Application System (IAS)** (<https://www.ontariocolleges.ca/en/apply/international-applicants/>) to see program availability and intake status (e.g., open, closed, waitlisted). Seat availability changes quickly, International applicants may also reach out for information by email to [international@georgiancollege.ca](mailto:international@georgiancollege.ca).

## 2.2 Basic admissions requirements

Applicants should be aware of the following basic requirements to apply to full-time and part-time credit programs, including additional admission requirements specifically listed within the program outline, such as tests, resumés, portfolios, letters of intent, etc.

- Applicants must be 19 years of age by the time they wish to begin their studies, or have completed a Grade 12 diploma or equivalent.
- 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. Refer to section 2.1.2: *Offer of admission and accepting the offer* for application process for international applicants.
- For applicants whose first language is not English, refer to Section 2.5: *English language proficiency*.
- Original or certified copies of all required documentation and academic records must be submitted with the application, including proof of graduation, subjects taken, and grades received. For documents that are not in English, certified translated copies must be provided.
- If it is found that false information was given on the admission application, students may be charged with academic misconduct for fabrication (Section 8: *Academic integrity*) and are subject to penalties under these regulations as well as the **Student Code of Conduct** (<https://www.georgiancollege.ca/student-code-of-conduct/>). Information regarding international applicants will also be reported to **IRCC** (<https://www.canada.ca/en/immigration-refugees-citizenship.html>).
- Final or conditional offers of admission are sent only to applicants who meet admission 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, such as:

- 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
- Non-secondary school applicants with previous postsecondary studies applying to degree programs may have additional requirements. (Section 2.2.3 *College/university transfer applicants*).

### Home schooled applicants

Applicants who have been educated in a home school system at the Grade 12 level may apply to Georgian College for postsecondary programs. All specific course requirements for the program must be met. When official transcripts from college-approved institutions can't 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

Admission requirements for graduate certificate programs vary. 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, which are listed on the program outline. Previous grades of less than 60 per cent at the postsecondary 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 postsecondary 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 (<https://georgiancollege.kualibuildca.com/app/builder/#/app/618a9d6b963c250edb0509be/start>). In addition, those applying as mature applicants and having no documentation of Grade 12 education must supply proof of age, such as a copy of an official birth certificate or driver's licence (Section 2.6: *Other admission requirements*).

### 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
- Have not attended an accredited postsecondary institution within the last two years
- Meet all course-specific admission requirements or equivalents for the degree
- Must have demonstrated potential for success in degree studies through academic accomplishments
- HBSN (Honours Bachelor of Science - Nursing) applicants must have:
  - met the four course requirements listed on the program outline and have earned a minimum grade of 70% in each of the four courses. An overall minimum GPA of 75% is recommended for all applicants.
  - met the science and math requirements within the last five years.
  - no unfavourable academic performance (achievements less than 60%) in the last two years. The following documents are required from mature applicants applying to degree programs:
- Official secondary school transcript(s)
- Supplemental Education Form or the HBSN Admissions 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. (Section 2.2.3: *College/ University applicants to degree programs*).

College/university transfer applicants are those who have completed postsecondary education at an accredited or recognized public or private 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
- Competitive programs may require higher GPA and specific course grades for admission.
- HBSN applicants must have
  - met the course requirements listed on the program outline
  - a minimum grade of 65% in each of the four courses is required. An overall minimum GPA of 75% is recommended for all applicants.
  - met the science and math requirements within the last five years
  - no unfavourable academic performance (achievements less than 60%) in the last two years
  - Hons. BScN applicants in Pre-health Sciences Pathway to Advanced Diplomas and Degrees (PHPA) are required to complete all courses in the program prior to the start of classes.

The following documents are required from college/university transfer applicants to degree programs:

- Official transcript(s)
- Supplemental Education form or the HBSN Admissions form, disclosing all previous and current enrolment at postsecondary institutions  
(*Note: withholding information can result in offers being rescinded or students withdrawn from their programs*).

Depending on the program applied to, college/university 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 postsecondary 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 AAEC1003 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 (Section 2.5: *English language proficiency*).

## 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 HBSN, Pharmacy Technician, and Addictions: Treatment and Prevention), OR
- Must have completed one full year of study in an accredited postsecondary program in English in a country where English is a primary language (not applicable to HBSN), 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 HBSN), 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 HBSN), 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 \(SDS\)](https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/student-direct-stream.html) (<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/student-direct-stream.html>) should be aware that the SDS [International English Language Testing System \(IELTS\)](https://www.ieltscanada.ca/) (<https://www.ieltscanada.ca/>) 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) (<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 applicants do 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 <sup>1</sup> | 91 (minimum bands of 23 in Speaking, 25 in Writing, 22 in Reading and 21 in Listening) | 89 <sup>1</sup>                          | N/A                                      | 89 <sup>1</sup>                          |
| 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 <sup>2</sup>                          | N/A                                      | 60 <sup>2</sup>                          |
| 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 |

<sup>1</sup> Require minimum bands of 22 in writing and 22 in speaking

<sup>2</sup> 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 \(CCAPP\)](https://www.ccapp.ca/) (<https://www.ccapp.ca/>). CCAPP ensures that all accredited colleges meet the [National Association of Pharmacy Regulatory Authorities \(NAPRA\)](https://napra.ca/) 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 postsecondary 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 programs have a clinical or work/field placement component within the curriculum, which requires the applicant to provide post-admission/pre-registration requirements in the form of the criminal record check and/or vulnerable sector check. Domestic and international applicants who have met admissions requirements and receive an offer of admission into 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 register into the term in which their clinical or work/field placement starts. Accepted applicants should be aware that some professions and licencing boards also have a criminal record check provision to ensure suitability to practice in the profession.

Individuals who have been charged or convicted criminally and not pardoned will be prohibited from proceeding to a clinical or work/field placement. Proof of a [Record Suspension](https://www.canada.ca/en/parole-board/services/record-suspensions/what-is-a-record-suspension.html) (<https://www.canada.ca/en/parole-board/services/record-suspensions/what-is-a-record-suspension.html>) may be required. As some jurisdictions require a long lead-time for processing, please check with the program co-ordinator to ensure sufficient turnaround time. Applicants who have a criminal record should also contact the appropriate professional association or licensing agency prior to starting their college studies.

The program outline should be thoroughly reviewed for these post-admission/pre-registration requirement details and completion deadlines. Many of these checks are required prior to registering into the semester in which the placement starts. Many placements also require proof of up-to-date immunizations (Section 4.2.3: *Placement requirements: immunization and placements*).

Accordingly, if accepted applicants intend to register in a program with a clinical or work/field placement component, they are responsible to ensure they are eligible to participate. The costs associated with the provision of the criminal record/vulnerable sector checks are the responsibility of the applicant. International applicants should be aware of work permit requirements and should consult with immigration experts as required. Further, the college assumes no responsibility for these matters and tuition and related fees will not be refunded in the event that access to a clinical or placement course is denied.

## 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/) (<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/) (<https://www.cewilcanada.ca/>) and [Education at Work Ontario \(EWO\)](https://ewo.ca/) (<https://ewo.ca/>) as supported by the [Ministry of Colleges and Universities \(MCU\)](https://www.ontario.ca/page/ministry-colleges-universities/) (<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. (Section 4.2.7: *Changes in program, course, section or co-op*).

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/) 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 an accredited postsecondary institution will be considered on an individual basis (Section 3.3: *Transfer credit/course exemptions*). Applicants 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](mailto:admissions@georgiancollege.ca).

## 2.10 Highly competitive programs

When there are more qualified applicants than spaces available, a program is determined to be highly competitive (also referred to as oversubscribed). 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/) and [Ministry of Colleges and Universities \(MCU\)](https://www.ontario.ca/page/ministry-colleges-universities/) policy. Due to the priority of admissions (Section 2.11: *Priority of admissions*), highly subscribed programs have no seats available to international applicants.

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, resumé's, 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. Applicants are notified of this fee once they apply to the college. The testing fee is non-refundable if the applicant 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 or oversubscribed, 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/):

1. Residents of Ontario established as Canadian citizens or permanent residents
2. Residents of Canada established as Canadian citizens or permanent residents
3. Citizens of other countries

### 2.11.1 International selection

When the college receives more qualified international (citizens of other countries) applicants than international seats 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 applicants

Domestic 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](http://MyGCLife.ca) applicant dashboard and at [OCAS](http://cat.georgiancollege.ca/academic-regulations/admissions/www.ontariocolleges.ca). For domestic applicants whose programs start in the fall and winter term, offers of admission (conditional or final) are communicated via a Letter of Acceptance (LOA). LOAs are released commencing Nov. 1 for most programs. For highly competitive programs and/or programs with selection processes, LOAs may be released starting Feb. 1 (equal consideration deadline) through March (usually the second week or later). Late applications may receive offers up to the fifth day of the term, including new offers and decisions on semester one program change requests and readmits.

Applicants have until May 1 to accept the offer through [OCAS](https://www.ontariocolleges.ca/en/) (also known as confirming the offer), 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 (or by the deadline on the LOA) to accept the offer.

After the offer is accepted, applicants will be required to pay a non-refundable tuition deposit by the fee deadline for that term, usually June 15 for fall, Oct. 1 for winter, and Feb. 15 for summer. (Section 4.1.3: *Tuition deposits*). Paying the deposit secures their seat in the program and makes applicants eligible to register. Applicants who do not submit the deposit by the deadline will forfeit their place in the program, if there are eligible applicants on the waiting list. Late applicants who receive an offer of admission after the deposit deadline will have 10 working days (or by the deadline on the LOA) to accept the offer and pay the tuition deposit.

Applicants may be conditionally accepted pending fulfillment of admission requirements stated in the program outline. It is the applicant's responsibility to be aware of the conditions of admission stated in the LOA and to check the conditional status on the college's student portal applicant dashboard. Conditional offers are valid offers and must be confirmed and paid by all deadlines as indicated above. All conditions must be met before final admission is granted. Applicants who meet the requirements will not be notified.

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
- If a registered applicant does not meet the conditions of the offer, the offer will be rescinded and the applicant will be removed from registered courses.
- Where possible 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. Other non-refundable fees include textbooks, assessment of previous learning (PLAR) testing fees, convocation, alumni, Upass and insurance fee (Section 4.4.2.3 *Non-refundable fees*).

### **International applicants**

International applicants will be notified of their offer of acceptance (conditional or full) in a pre-admission invoice, also referred to as a pre-admit letter of acceptance P(LOA) 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/>). 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.

International applicants are required, by the deadline found within their pre-admission invoice, to accept the offer (also known as confirming the offer) through IAS (<https://www.ontariocolleges.ca/en/apply/international-applicants/>) and pay a non-refundable deposit (Section 4.1.3: *Tuition deposits*). The act of accepting the offer in IAS (<https://www.ontariocolleges.ca/en/apply/international-applicants/>) and paying the deposit will reserve a space for the applicant 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 notification to return to IAS (<https://www.ontariocolleges.ca/en/apply/international-applicants/>) to retrieve the final letter of acceptance (LOA) to be used in the study permit application process.

Applicants may be conditionally accepted pending fulfillment of admission requirements stated in the program outline. It is the applicant's responsibility to be aware of the conditions of admission stated in the LOA and to check the conditional status in IAS (<https://www.ontariocolleges.ca/en/apply/international-applicants/>). Conditional offers are valid offers and must be confirmed and paid by all deadlines as indicated above. All conditions must be met before final admission is granted. Applicants who meet the requirements will not be notified.

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
- If a registered applicant does not meet the conditions of the offer, the offer will be rescinded and the applicant will be removed from registered courses.
- Where possible and if eligible, an alternate program will be offered. If there are no alternate program options, the application will be closed.
- Except for visa refusal, deposit payments are not refunded for any reason, including an inability to meet admission requirements. Other non-refundable fees include textbooks, assessment of previous learning (PLAR) testing fees, convocation, alumni, Upass and insurance fee (Section 4.4.2.3 *Non-refundable fees*).

## **2.12.1 Waiting lists**

Waiting lists are generally kept for oversubscribed programs, which prioritize domestic applicants. 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 Feb. 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 eight-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
- Competency/skills 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 two-year to three-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

- Competency/skills 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 applicants with accessibility needs to apply for admission. While all applicants must satisfy admission and graduation requirements, the college recognizes that applicants and students with accessibility needs may require individualized assistance. This assistance is also available to those with short-term accessibility needs. Applicants and 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 applicants and students. These accommodations provide applicants and students with an equal opportunity to meet the standards of the courses in their programs. To discuss services and accommodations, applicants must contact Accessibility Services upon being admitted to the college to start the accommodation process. For more information, visit the [Student Services website \(https://www.georgiancollege.ca/student-life/student-services/\)](https://www.georgiancollege.ca/student-life/student-services/).

## 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](mailto:international@georgiancollege.ca). In accordance with [Ministry of Colleges and Universities \(MCU\) \(https://www.ontario.ca/page/ministry-colleges-universities/\)](https://www.ontario.ca/page/ministry-colleges-universities/) guidelines, Georgian College provides a process for reviewing admission decisions. (Section 9: *Academic appeals*). For more information, contact the Office or Registrar at [registrar@georgiancollege.ca](mailto:registrar@georgiancollege.ca).