

Section:	Academic/Student (AC)
Subject:	Admissions
Legislation:	
Effective:	January 28, 2015
Revision:	September 1, 2016 (reformatted); April 14, 2020; June 16, 2021; Sept 28, 2021; May 11, 2022

**APPROVED:** \_\_\_\_\_  
**President and CEO**

## POLICY

The policy of the Board of Governors is to admit qualified applicants in a timely, fair and transparent manner.

## PROCEDURE

### DEFINITIONS

<b>Academic admission requirements</b>	Admission requirements that are documented on a transcript, such as specific subjects and grades or standardized test results.
<b>Application period</b>	The time during which SAIT accepts applications for a specific intake. This period may differ from program to program.
<b>Dual credit program</b>	A SAIT program authorized by the Government of Alberta that allows secondary school students to simultaneously earn both SAIT and secondary school credits that count towards a SAIT course or program.
<b>Enrolment budget</b>	Planned enrolment in an academic program for the upcoming academic year.
<b>Enrolment forecast</b>	Enrolment in an academic program based on prevailing economic and operating conditions.

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**International applicant**

An applicant who is not a Canadian citizen or permanent resident, but who is one of the following:

- a) A visitor to Canada with a valid study permit authorizing that visitor to study in Canada in accordance with the terms of federal immigration legislation and who is neither a Canadian citizen, permanent resident or refugee nor otherwise legally entitled to maintain a permanent Canadian residence;
- b) A visitor to Canada with a valid visitor's visa who will be studying in a SAIT program or course less than six months in duration; or
- c) Registered in a SAIT course or program delivered in a country other than Canada.

**Non-academic admission requirement**

Admission requirements that use alternative measures to assess a student's preparedness for a SAIT program, such as holistic assessments.

**Off-track student**

A student who has been admitted to a program, but who is taking courses out of sequence and who must customize registration with the program's academic chair/coordinator each term.

**Qualified applicant**

An applicant who has completed all admission requirements for a specified program, or who is currently engaged in a plan of academic studies that will enable all admission requirements for the specified program to be completed before the program transcript deadline.

**Transcript deadline**

Date by which all official transcripts must be submitted to SAIT, as listed in the Academic Calendar.

**Tuition deposit**

A deposit paid to confirm a seat that has been offered to an applicant for a specific program. It is a partial payment of the first term tuition for the program.

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## Waitlist

The list of qualified applicants to whom offers have not been made and for whom there is not sufficient space in the current enrolment forecast.

## GOVERNING PRINCIPLES

1. This procedure applies to the acceptance of applicants to SAIT's credit programs.
2. The Office of the Registrar is responsible for the overall application and admission process for all domestic applicants; the International Centre is responsible for the overall application and admission processes for all international applicants. These two departments work collectively to manage application and admission processes on behalf of the institution.

## PROCEDURE

### A. Admission

1. The dean, with the approval of the vice president academic and through the strategic enrolment management process, shall set an enrolment budget for the programs in the school/department.
2. To leverage program demand and to address operational changes, the dean may, with approval of the vice president, academic, advise the Office of the Registrar to change the enrolment forecast.
3. The dean, in consultation with the Office of the Registrar, shall set minimum academic admission and non-academic admission requirements for the programs in the school/department, and may remove non-academic admission requirements as required for enrolment management purposes.
4. An applicant who does not possess the admission requirements may write admission exams offered through the Testing Services unit of the Learner Services department. The grade that an applicant receives on an admission exam is the grade that will be used to determine whether that applicant has met the admission requirement for the program to which the applicant is applying. Fees for admission exams are applicable and are non-refundable.

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5. English is the official language of instruction at SAIT. All applicants must demonstrate English language proficiency as a requirement for admission to SAIT programs. English language proficiency is different from an academic admission requirement of a high school course in English, and may be demonstrated in one of the following ways:
  - a) Successful completion of:
    - i) At least three years of formal, full-time study in English (with a minimum of 12 hours per week) at a secondary school in Canada or in an English-speaking country listed in Schedule A SAIT-Approved English Language Proficiency Exempt Countries and Institutions, an Associated Document to this procedure;
    - ii) At least two years of formal, full-time study in English at an accredited or recognized post-secondary institution in Canada or in an English-speaking country listed in Schedule A SAIT-Approved English Language Proficiency Exempt Countries and Institutions, an Associated Document to this procedure; or
    - iii) Successful completion of a recognized credential from a SAIT-approved post-secondary institution.
  - b) Successful completion, with a minimum “C” grade, of a credit course in English, comparative literature or communications or equivalent, either taken at SAIT or at a SAIT-approved post-secondary institution.
  - c) Successful completion of SAIT’s English Language Foundations (ELF) program or a SAIT-approved equivalent as set out at <https://www.sait.ca/admissions/admission-and-selection/english-proficiency>.
  - d) Successful completion of a SAIT-approved English language assessment test within one year of beginning studies at SAIT, as outlined on Schedule B Standardized English Tests, an Associated Document to this procedure.
6. SAIT has the right to use discretion in determining adequate levels of English language proficiency, in order to ensure an applicant’s success in the program. In some cases, SAIT may require an applicant to complete additional English language testing in order to assess what additional supports the applicant may require in order to succeed in studies at SAIT. Some programs may also require applicants to complete additional proficiency testing in order to meet the standards set by external accreditation or regulatory bodies.

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7. To ensure programs are filled to capacity, the Office of the Registrar and the International Center will process the admission decisions. The Office of the Registrar and the International Centre will over-offer where required to maximize enrolment.
8. Admission is determined based on an applicant meeting the program's academic and non-academic admission requirements. Post-secondary courses of similar content may be considered in meeting admission requirements.
9. Qualified applicants will be offered immediate acceptance to the program. Applicants offered a seat will be admitted once all required documentation has been received and the applicant has paid the tuition deposit.
10. Conditional acceptance may be granted to applicants who provide sufficient evidence, as determined by the Office of the Registrar, that they will satisfy program admission requirements. Program admission requirements must be completed and transcripts submitted to SAIT by the transcript deadline.
11. If a program has reached its maximum enrolment forecast capacity, a qualified applicant will be placed on a waitlist in the program intake to which they had applied.
12. If an applicant is on a waitlist and no seat becomes available for that program intake, the applicant can request that their application be moved to the following intake for any SAIT program, including the program to which the applicant initially applied, if it is within the same academic year. An applicant must re-apply for admission to an intake that is outside the current academic year.

#### **B. Internal Program and Major Transfers**

1. A student may change programs within SAIT by initiating the program transfer process as set out on [sait.ca](http://sait.ca), provided that:
  - a) The student is a qualified applicant and meets the new program's academic and non-academic admission requirements.
  - b) There is an available seat in the receiving program.
  - c) The student is in good standing.
2. The timing of the program transfer request and its subsequent approval is at the discretion of the receiving academic chair/coordinator. However, in order to be eligible

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to receive a credential from the program into which the student has transferred, the student must complete at least the final term of that program.

3. An enrolled student may be permitted to transfer majors within a program, without reapplying to that program, as per the process established by the Office of the Registrar. This is subject to the student meeting course prerequisites and a seat being available in the new major.

### **C. International Applicants**

1. This procedure applies to international applicants.
2. An international applicant is solely responsible for:
  - a) Making all arrangements relating to that applicant's immigration status, including obtaining a study permit within the applicable time frame and obtaining a work permit where applicable.
  - b) Arranging appropriate health insurance coverage if required and acquiring their Alberta Health Card.
  - c) Meeting the financial obligations required for immigration purposes.
3. An international applicant who has a tourist or visitor's permit may be given a letter of acceptance into a SAIT program that is of less than six months duration without requiring a study permit, at the registrar's discretion.

### **D. Admission into Dual Credit Programs**

1. An applicant may be eligible for admission into a SAIT program that is part of a dual credit program arrangement with a secondary school board without meeting the admission requirements needed for that SAIT program, as long as the applicant is enrolled or is scheduled to enroll in secondary school courses that meet the SAIT program's admission requirements. Upon completion of those secondary school courses, the application will be fully admitted into the SAIT program. For further information on admission requirements for specific programs, refer to [sait.ca](http://sait.ca).

### **E. Deferral of Admission**

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1. A deferral of admission allows a student to move a confirmed seat in a program to a future term, provided that the following criteria are met:
  - a) The student has accepted the offer of admission to a specific program by paying the tuition deposit within the required timeframe.
  - b) SAIT has received all of the student's admission documents, including final transcripts, and the student's application is at a "confirmed paid" status.
  - c) The student has requested the deferral of admission no later than 10 business days before the first day of classes of the program. Exceptions to this require the approval of the Registrar or the Director of the International Centre.
  - d) The deferral is for a compelling circumstance, such as illness, court appearances, bereavement or significant extenuating personal circumstances, and which does not include a student's plan to attend another post-secondary institution or a student's lack of financial preparation to attend SAIT.
2. The student may request deferral(s) of admission for a period of time of up to one academic year (i.e. up to four consecutive terms).
3. The student may request a maximum of one deferral per program application. The non-refundable tuition deposit will be transferred for that program application deferral less a \$250 administration fee. If the student wishes to request a second deferral, the student must submit a new application to the program and pay a new tuition deposit.
4. Tuition deposits are non-refundable unless eligibility requirements are met, as per procedure FN.18.1.1 Student Tuition and Fee Refunds.
5. The tuition and fees will be applied as stated in the SAIT Fees Table for the academic year to which the application has been deferred.

## ASSOCIATED DOCUMENTS

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| Schedule A | SAIT-Approved English Language Proficiency Exempt Countries and Institutions |
| Schedule B | Standardized English Tests   |

## POLICY/PROCEDURE REFERENCE

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