

POLICY STATEMENT

Policy Name	Admission and Registration Policy		
Policy #	C.12	Category	Academic Matters
Approving Jurisdiction	Board of Governors	Replaces	C.10 (2012) C.12 (2019) C.44 (2019)
Administrative Responsibility	Student Services	Version	2024-07-01
		Next Review Date	To Be Determined

See the related PROCEDURES ([link to procedures when posted](#))

PURPOSE

This policy defines the Admission and Registration processes for new, returning or readmitted students at Aurora College.

SCOPE AND LIMITS

This policy applies to applicants and current or returning Aurora College students.

POLICY STATEMENT

Aurora College will make every effort to provide a fair and equitable application process. All Aurora College students who participate in an official course and/or program must be registered.

Guiding Principles

1. Admission requirements and selection criteria support the standards and quality of Aurora College programs.
2. Aurora College will provide standard admission and registration processes across all campuses and community learning centres.
3. For some underage students (under 17 years of age), enrolment in Aurora College may be beneficial to their success by supplementing academic and skill based programming.

Admissions

1. Admission requirements and associated deadlines and fees for all Aurora College programming will be readily available to all potential students.

2. Admission decisions are the dual responsibility of the Office of the Registrar and Program Heads/Chairs.
3. Some programs require placement testing before admission is offered.
4. Applications from residents of the Northwest Territories will be reviewed for admission to programming firstly; followed by Domestic Canadian applicants; followed by International applicants.
5. Applicants who qualify for admission after a program is full will be waitlisted for the program.
6. Applicants who are refused admission may contact the Office of the Registrar to request their admission status be reconsidered.
7. Students are able to defer their acceptance for 1 (one) academic year. Not all programs are eligible for admission deferral.
8. Aurora College reserves the right to refuse admission, or offer admission on a conditional basis.

Registration

1. Students must ensure their tuition fees are paid in full by the end of the registration period or have alternative arrangements made with Aurora College. (see policies J.02 *Fees* and J.04 *Student Financial Credit*)
2. Aurora College may support the recognition of prior learning demonstrated through work, academic, and life experiences. (see policy C.03 *Recognition of Prior Learning*)
3. Aurora College may accept transfer credits from accredited institutions. (see policy C.03 *Recognition of Prior Learning*)
4. Students may not register in subsequent terms until all accounts with Aurora College have been settled or a repayment plan has been approved by the Chief Financial Officer or designee.

International Students

1. Some programs have a designated number of seats for International Students and will review and accept applications to accommodate study permit timeline requirements.

Third Party Program Offering

1. Third party groups that partner to deliver programming may require priority acceptance for beneficiaries.

DEFINITIONS

N/A

RELATED POLICIES/PROCEDURES/DOCUMENTS

C.03 Recognition of Prior Learning
C.29 Audit Status
C.30 Student Withdrawal
G.15 Curriculum Committees
J.02 Fees
J.04 Student Financial Credit

APPLICABLE LEGISLATION

N/A

DOCUMENT HISTORY

Date	Update
2024-06-24	New C.12 Admission and Registration Policy created combining policies C.10 <i>Admission of Underage Students</i> (2012), C.12 <i>College Application, Admission, and Continuation</i> (2019), and C.44 <i>Registration</i> (2019). Academic Council Decision #2024-008. Board of Governors Motion #EM08-2024. Implemented July 1, 2026.