



International Students Admissions Regulation

This document is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Sponsor:	Student Services
Procedure Owner:	Vice President, Academic
Procedure Administrator:	Registrar
Approved by:	President’s Advisory Team
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Overview:	This regulation will be used by the admissions department to guide international students through the admissions process from application to acceptance.
Procedure:	<ol style="list-style-type: none"> 1. Application Timelines <ol style="list-style-type: none"> A. International students must apply for programming a minimum of four months prior to start date. B. Academic Upgrading Deadlines: <ol style="list-style-type: none"> i. Fall Semester – May 1st ii. Winter Semester – October 1st C. Post-Secondary Deadlines: <ol style="list-style-type: none"> i. Fall Semester – May 1st ii. Winter Semester – September 1st iii. Spring Semester – January 1st D. Application deadlines are firm. E. Application fees incurred after these dates will be not be refunded. 2. Admission Requirements <ol style="list-style-type: none"> A. Minimum prerequisite academic entrance requirements apply to all students. B. All general admission requirements must be met. C. Admissions will only accept official documentation that demonstrates the applicant’s qualifications for entry to the college and its programs. 3. English Language Proficiency (ELP) Requirements <ol style="list-style-type: none"> A. English is the language of instruction and communication at Northern Lakes College. B. If a student’s primary language is not English, proof of ELP is required. <ol style="list-style-type: none"> i. Admissions will review ELPs using a chart of approved tests and minimum allowable scores. ii. The ELP may be waived in special circumstances, as determined by the Registrar or Associate Registrar. C. Some countries are recognized as ELP exempt. <ol style="list-style-type: none"> i. Admissions will review the list for each international applicant and communicate if an ELP is required. D. If there is evidence that the applicant may not be proficient in the

English language, Northern Lakes College reserves the right to request proof of ELP, even from applicants of countries on the exemption list.

- i. The Registrar or Associate Registrar will determine if evidence of ELP is required.
4. International Qualifications Assessment Service (IQAS) and The Canadian Information Centre for International Credentials (CICIC)
 - A. Northern Lakes College does not assess educational credentials from outside of Canada.
 - B. Educational credentials from other countries must be assessed through IQAS/CICIC.
 - C. Assessments must be for EDUCATIONAL PURPOSES; general assessments are not accepted.
 - D. When IQAS/CICIC provides general course names, the minimum allowable score will be 80%. General course names do not identify a course stream (i.e. Dash 1, 2, 3, or 4), thus they will not be accepted when scores are lower than 80%.
 - i. Example: If IQAS/CICIC lists Language Arts (English) Grade 12, a minimum grade of 80% is required to be accepted as an Alberta Grade 12 English course equivalent.
 - ii. Example: If IQAS/CICIC lists English 30-1, the percentage listed will be accepted as an Alberta Grade 12 English course equivalent.
5. Placement Testing
 - A. International students can opt to take a placement test in place of an IQAS/CICIC.
 - B. If results from the IQAS/CICIC is too low for programming, they can choose to take a placement test to demonstrate academic requirements.
 - C. Program minimum cut-scores will apply.
 - D. If a student opts to take the placement test, the IQAS/CICIC certificate will NOT be reviewed.
 - E. Placement testing results are valid for two years.
 - F. When possible, international students will be offered Academic Upgrading and/or College and Career Preparation courses if they have scored too low for their desired program.
6. Conditional Acceptance Letters
 - A. Applications are not processed until all required documents have been received.
 - B. When international students have met program requirements, they can be conditionally accepted.
 - C. Conditional acceptance letters are issued by either the Associate Registrar or the Registrar.
 - D. Conditional acceptance letters for international students includes:
 - i. Required permits
 - ii. Health insurance information
 - iii. Tuition totals for the entire program
 - iv. Textbook or Learning Resource Fee (LRF) information
 - v. Term dates for the program
 - vi. Required attachment for Citizenship and Immigration Canada –

to acquire study and co-op work permits.

7. Study Permits and Co-Op Work Permits

- A. All international students, including those with refugee or protected persons status, must present permits to study in Canada.
- B. Study permits are required for international students who are living in Canada, regardless of the type of training program (online, blended, face-to-face) unless the program is less than 6 months in duration.
 - i. If an international student wishes to attend a portion of a program which has a duration of more than 6 months, they will require a study permit.
- C. When programs/courses are solely online, international students living outside of Canada do NOT require study permits.
- D. Co-op Work Permits are required for all programs with a practicum, clinical or work study, regardless of the length of the program.
 - i. If a program includes a practicum/clinical, both study and co-op work permits are required.
- E. Applications will be closed for international students who do not present required permits or if permits on file expire.
- F. It is the student's responsibility to submit permit extensions prior to the expiry dates.
- G. If a student does not have a valid co-op work permit, they cannot begin a practicum/clinical.

8. Entrance to Canada: Federal and Provincial Laws

- A. It is the responsibility of the student to ensure that all federal and provincial laws are followed when entering the country.
- B. Northern Lakes College is not responsible for any travel related expenses and bookings.

9. Criminal Record Check/Police Information Check

- A. While NOT part of the admissions process, all international students entering a program with a practicum/clinical must present a satisfactory Police Information Check (PIC, or Criminal Record Check) three weeks prior to starting the practicum/clinical.
- B. If outside of Canada, or if they have lived in Alberta for less than six months, the criminal record check must come from the country/province of residence.

10. Student Funding

- A. International students are responsible to have funding in place two months prior to program start.
- B. Payment in full is due two weeks before term start.
 - i. Failure to remit payment within this deadline will result in removal from program.
 - a. Commitment fee is forfeited
 - b. Student will lose reserved seat in the program
- C. International student rates are currently 300% of domestic rates.
- D. International student rates do not apply to students with refugee or protected persons status. Students with this status pay domestic rates.
- E. Tuition and fees must be paid prior to semester start.
 - i. International students who fail to pay tuition and fees in full,

	<p>will be removed from their enrollments.</p> <p>F. International students cannot enter into Fee Deferral Agreements nor Fee Payment Agreements.</p> <p>G. Until tuition and fees are paid in full, international students with tuition and fees owing will:</p> <ul style="list-style-type: none"> i. Not be enrolled in the next semester, and/or ii. Have their transcript withheld, and/or iii. Have their parchment withheld. iv. Those in Academic Upgrading will have their grades withheld from PASI until they have made full payment for their tuition and fees. <p>11. Acceptance and Commitment Fee</p> <p>A. Once conditionally accepted into a program, a non-refundable commitment fee of \$300 is required to hold their seat in any program.</p> <p>12. Designated Learning Institute Reporting</p> <p>A. Twice yearly the Registrar reports status of International students to Immigration, Refugees and Citizenship Canada.</p> <p>13. International Student Refunds</p> <p>A. International students will not receive refunds if they have expired study and/or co-op work permits and cannot complete their courses.</p>
<p>Definitions:</p>	<p>English Language Proficiency Exempt Countries include American Samoa, Anguilla, Antigua, Australia, Bahamas, Barbados, Belize, Bermuda, British Honduras, Canada (when educated in English), Cayman Islands, Falkland Islands, Fiji, Gibraltar, Great Britain, Grenada, Guam, Guyana, Ireland/North Ireland, Jamaica, Malta, Mauritius, Montserrat, New Zealand, Nigeria, Pacific Islands, Ryukyu Islands, Seychelles, Singapore, South Africa, St. Helena, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Tanzania, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United States of America.</p> <p>English Language Proficiency Tests include Canadian Academic English Language (CAEL), Canadian Language Benchmarks Assessment (CLBA), Canadian English Language Proficiency Index Program – General (CELP), International English Language Testing Systems – Academic (IELTS), Pearson Test of English – Academic (PTE Academic), Test of English as a Foreign Language (TOEFL), Test of English of International Communication (TOEIC).</p> <p>International Student is an individual who is neither a Canadian citizen nor a permanent resident in Canada.</p> <p>International Qualifications Assessment Service (IQAS) and The Canadian Information Centre for International Credentials (CICIC) issues certificates that compare educational credentials from other countries to educational standards in Canada.</p> <p>Refugee or Protected Persons is an international student who presents federal documents outlining that they are a refugee or protected person; this student is expected to attain all necessary student and/or co-op work permits. Tuition rates for students in this category are the same as domestic rates.</p>

Related Northern Lakes College Documents:	Finance - Canada Revenue Agency T2202A Student Eligibility Procedure Student Services - Admissions Procedure Student Services - Student Tuition and Fees Regulation
Related External Information:	Quarantine Act
Stakeholders Consulted:	Dean's Council: Apr 8, 2021 Academic Council: Apr 14, 2021 President's Advisory Team: May 11, 2021
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