

Section:	Academic/Student (AC)
Subject:	Admissions
Legislation:	
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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

- Academic admission requirements** Admission requirements that are documented on a transcript, such as specific subjects and grades or standardized test results.
- Application period** The time during which SAIT accepts applications for a specific intake. This period may differ from program to program.
- Dual credit program** 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.
- Enrolment budget** Planned enrolment in an academic program for the upcoming academic year.
- Enrolment forecast** Enrolment in an academic program based on prevailing economic and operating conditions.
- International applicant** An applicant who is not a Canadian citizen, permanent resident or refugee and who is not otherwise legally entitled to maintain a permanent Canadian residence, but who is one of the following:

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- 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;
- 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.

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, both domestic and international, 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 collaboratively to manage application and admission processes on behalf of the institution.

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3. There are no minimum or maximum age restrictions for students attending SAIT courses or programs, subject to the following:
 - a) International applicants under the age of 18 and who will be living and studying in Canada will not usually be admitted to a SAIT course or program unless they have a guardian in Canada and have verified that guardianship with SAIT's International Centre. They should also be aware that factors outside of SAIT's control, such as Alberta government requirements relating to health care access, may affect their experiences as a student. International applicants should discuss these factors with the International Centre.
 - b) A course or program has the discretion to set a minimum age requirement in situations where this is required to meet legislative or regulatory requirements, for health and safety reasons, or to meet specific requirements of a work-integrated learning site.
 - c) Minor students may be required to meet additional documentary requirements during their studies. See, for instance, procedure [AC.2.13.1 Field Trips](#), which requires a minor student's parent or legal guardian to sign the Field Trip Participation Form.
 - d) Minor students are not eligible to participate in study abroad activities unless they have attained the age of 18 as of the date of their departure from SAIT: see procedure [AC.2.13.2 Study Abroad](#).
4. In their first term of studies, international students must be present at their in-person and online classes by the end of the add/drop period. Student requests for an extension of this deadline must be forwarded to the International Centre, which will manage and respond to those requests on a case-by-case basis. In the absence of an International Centre-approved extension of this deadline, students who arrive for their classes after the deadline has passed may not participate in their classes and will be withdrawn from SAIT. Academic Chairs and the International Centre will work collaboratively to manage these situations.

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 or International Centre 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

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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.
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. This 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, as outlined on Schedule B Standardized English Tests, an Associated Document to this procedure, within a one-year period from the date of the test to the start date of the program.
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

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proficiency testing in order to meet the standards set by external accreditation or regulatory bodies.

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 and the International Centre, 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 and tuition deposit be moved to a future open intake for any SAIT program, including the program to which the applicant initially applied. An applicant must re-apply for admission to an intake that is not available.

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, 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 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.

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This is subject to the student meeting course prerequisites and a seat being available in the new major.

C. International Applicants

1. 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.
2. 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 discretion of the International Centre and the Office of the Registrar.

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 scheduled to enroll in secondary school courses that meet the SAIT program's admission requirements. The SAIT credential will not be awarded to that student, however, until SAIT has verified that they have completed those secondary school courses. For further information on admission requirements for specific programs, refer to www.sait.ca.

E. Deferral of Admission and Tuition Deposit Transfer

1. A student may request a deferral of admission or tuition deposit transfer to move a confirmed seat in a program to a future open 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 - Full Admission" status.

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- c) 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. Further information on the process to request a deferral or tuition deposit transfer, including timelines, the impact of an approved deferral on tuition deposits, etc. is available on sait.ca as follows:
 - a) Domestic students: <https://www.sait.ca/admissions/after-you-apply/application-deferrals>.
 - b) International students: <https://www.sait.ca/international-students/future-international-students/international-application-deferrals>.

ASSOCIATED DOCUMENTS

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

POLICY/PROCEDURE REFERENCE

- AC.1.5 Admission policy

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PROCEDURE