



Application Fee Waiver Procedure

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

Functional category	Academic
Parent policy	Admissions Policy
Approval date	August 4, 2020
Effective date	August 4, 2020
Procedure owner	Vice President, Enrolment & Communications
Procedure administrator	Manager, Registrar

Overview

The purpose of this procedure is to describe consistent and equitable conditions under which NorQuest College (college) may waive application fees.

Authority to establish this procedure is derived from the [NorQuest College Board of Governors Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedure

Application fees will be waived for:

- Applicants to Language Instruction for Newcomers to Canada (LINC). This program is funded by Immigration, Refugees and Citizenship Canada and there are no fees for eligible students.

- Applicants to Academic Upgrading for ESL Youth.
- Students who complete one Preparatory program at the college and are progressing to another Preparatory program within one academic year.
- Students who complete a Preparatory program at the college and are progressing to an Employment Program within one academic year.
- Applicants who are offered an alternate program choice in the same term for which they applied and paid the application fee.
- Student enrolling in courses through the Correctional system.
- Applicants to offerings where application related costs are covered through a contractual agreement.

Application fees may be waived in other circumstances at the discretion of the Registrar.

Application fees that have been waived will be recorded and appropriately documented by the Office of the Registrar.

Definitions

Academic Year: the twelve-month period from July 1 to June 30.

Application Fee: the processing fee associated with creating the student application file.

Related information

NorQuest College

- Academic Calendar
- [Admissions Policy](#)

External

- N/A

Next review date

June 2024

Revision history

Date	Version Number	Action
June 2016	V1	New
August 2019	V2 (published as V1-C)	Compliance Office template & reorganization update
August 2020	V3 (published as V2)	Revised and updated
January 2024	V4	Information, Risk & Compliance template & reorganization update