

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	SAIT’s estimated enrolment based on capacity and historical data.
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. Note that different admission requirements and processes may apply to applicants to SAIT's dual credit programs and to SAIT's apprentice 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 Canada or study abroad activities unless they have attained the age of 18 as of the date of their departure from SAIT: see procedures [AC.2.13.2 Study Abroad](#) and AC.2.13.3 Study Canada.
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, so that they are positioned for success in their programs. 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. 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.
5. 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.
6. 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, in

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collaboration with the applicable school and in situations where the program has additional capacity or additional seats available.

7. 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.
8. A qualified domestic applicant will be offered immediate acceptance to the program. A qualified international applicant may or may not be offered immediate acceptance to the program, depending on the applicant's point allocation from SAIT's international admission rubric.
9. Applicants offered a seat will be admitted once all required documentation has been received and the applicant has paid the tuition deposit. Note that an applicant may change their application to a different program up until the time that applications have closed for that program.
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) A qualified domestic applicant may choose to be placed on a waitlist for the applied intake and program. Although SAIT makes reasonable efforts to fill programs and moved waitlisted applicants as soon as possible, seats are offered to waitlisted applicants as they become available. If no seat becomes available for that program intake before the program starts, the applicant may request that their application be moved to one of the following:
 - i) a future open intake of the same program;
 - ii) a future open intake of a different program; or
 - iii) the same intake of a different program.If the applicant does not submit a request to move the waitlisted application by the program start date, their application will be cancelled after the program starts.
 - b) International applicants will be placed on the waitlist:
 - i) If an applicant has applied to only one program, the applicant will be placed on the waitlist for that program.
 - ii) If an applicant has applied to two programs within the same application and the first program choice is full but the second program choice has available seats, the applicant will be offered a seat in the second program. If both programs are full, the applicant will be waitlisted in the program with the shortest waitlist.

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- iii) A waitlisted international applicant may request to transfer their application to any program that has available seats and is open for application, providing that the request is made before the start of the intake in the application that was originally waitlisted.

12. SAIT has the sole discretion to cancel a credit program intake because the program has insufficient enrolment to justify offering it, providing:

- a) SAIT makes this decision and notifies the program's admitted students in writing of the cancellation no fewer than 15 calendar days before the program is scheduled to start; and
- b) SAIT refunds the tuition deposits and any tuition that those students have paid to the students as per procedure [FN.18.1.1 Student Tuition and Fee Refunds](#).

SAIT recognizes that this decision may have a significant impact on students, particularly in situations where students have made significant life decisions based on having been admitted to the program. SAIT will take reasonable efforts to mitigate the impact of this decision on students.

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. 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:

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- 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. In order for a high school student to be admitted into a dual credit program, there must first be a signed partnership agreement between SAIT and the secondary school board in which the high school student applicant is enrolled. If so, the high school student applicant may be eligible for admission into that SAIT dual credit program 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 one-time 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 as determined by the Office of the Registrar or the International Centre:
 - 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 domestic student's application is at a "Confirmed - Full Admission" status or the international student's application is at a "Confirmed – Full Admission or "Confirmed – Conditional Admission" status.
 - 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

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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](https://www.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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