Admissions

Responsible Authority: Office the Registrar - Admissions
Date of Original Policy Approval: 2009 – 06 – 10
Last Reviewed: 2021 – 08 – 31
Mandatory Revision Date: 2026 – 08 – 31

PURPOSE

To define and provide a framework for policies and procedures relating to a full-time admission to George Brown College programs.

The admissions policy of George Brown College has been established to conform to the intentions and directions of the MCU set out in the College Admissions Policy of the Ministry, effective April 1, 2003. These admission procedures are maintained by the Office of Registrar.

SCOPE

These policies apply to all applicants (from time of application) and students in full-time programs. International (Visa) applicants have additional policies that are overseen by International Admissions (RO).   Please refer to http://www.georgebrown.ca/international/ for further information.

Non-credit general interest courses, or those with open enrolment are not covered under this policy.

POLICY

The Office of the Registrar will maintain admission procedures that conform to government and college policies. Suitability for admission to a program will be assessed and considered based on several factors, including an applicant's academic history and credentials. Each George Brown College program has specific academic, language, and other requirements that applicants must satisfy in order to be admitted. Details on the program-specific requirements are available on the program pages at georgebrown.ca.

1. General

    1.1. Terms

        Generally, there are three terms in an academic year:
- Fall (September)
- Winter (January)
- Spring (May)

    1.2. Applying as a Domestic Student

        All domestic applications for full-time, post-secondary programs at George Brown College must be submitted through the Ontario College Application Service (ontariocolleges.ca).

        Domestic applicants are Canadian Citizens or Permanent Residents of Canada, and/or have self-identified as an Aboriginal person on their OCAS application. Applicants may self-identify via the OCAS Citizenship and Residency section. An applicant will be asked

if they consider themselves to be an Aboriginal person, that is, a person related to or descended from the original peoples of Canada.
(https://www.ontariocolleges.ca/en/faq/aboriginal-applicants)

If an applicant selects yes, they can then choose which definition they feel appropriately represents their Aboriginal ancestry and / or identity – First Nation, Inuit, Metis or another definition. They can Select all definitions that apply to them or use the freeform field to enter a definition that isn't listed.

1.2.1. Amending Applications
Applicants can amend their applications throughout the academic year (September to August) through Ontariocolleges.ca. Once the academic year has ended, a new application through Ontariocolleges.ca must be made. Offers of Admission are only valid for the term applied to and cannot be deferred.

1.2.2. Application Fee
Ontariocolleges.ca charges an application fee per academic cycle. Applicants who wish to receive a refund for their application fee, must request that directly from Ontariocolleges.ca

1.3. Dates for Processing Applications

Binding dates for processing applications are applied to all colleges in the province, as approved by the Committee of Presidents. The dates below are general time frames, but dates will vary from year to year. For dates specific to any given academic cycle, applicants need to check with Ontariocolleges.ca, or the College's Important Dates document on the GBC website.

Highly competitive and oversubscribed programs may have different deadlines; please refer to Ontariocolleges.ca. Please note that these dates are subject to change. Notice of change will be announced approximately one year in advance through college and provincial publications.

Please note that these dates are subject to change. Notice of change will be announced approximately one year in advance through college and provincial publications.

- Applications for academic year may be submitted to Ontariocolleges.ca.
  - (Early October)
- Applications for Fall, Winter, and Spring intake are transmitted from Ontariocolleges.ca to colleges. The College begins processing applications.
  - (Starting in October as received from Ontariocolleges.ca.)
- All complete applications received are evaluated based on competition. Applications for over-subscribed or highly competitive programs received from Ontariocolleges.ca up to and including this date will be given equal consideration. Applications received after this date will be processed and considered based on availability and competition.

- o Fall: February 1
- o Winter: February 1
- o Spring: February 1
- All other programs (not over-subscribed or highly competitive) use the date a completed application has been received, on a first come first served basis, to determine offers to a program before the equal consideration date.
- Earliest date that offers can be released for the Fall term.
  - o November 1st
  - o February 1st (Oversubscribed and highly competitive Programs)
- The first deadline to accept offers of admission. Offers sent just prior or after this deadline
  - o Fall: May 1
  - o Winter and Spring: Typically two weeks from date of issue of offer
- Information regarding course registration and fee payment will be sent to applicants that have accepted their offers.
  - o Fall Intake Semester - May
  - o Winter Intake Semester - November
  - o Spring Intake Semester - March
- Fee payment is due for applicants who have accepted their offer prior to this date. See the Important Dates document for specific deadlines. Applicants who accept their offer after this date will receive an invoice with a payment deadline three weeks from the time the offer is accepted.
  - o Fall Intake Semester- June
  - o Winter Intake Semester- November
  - o Spring Intake Semester- March
- Requirements of conditional offers are due. Students who do not meet conditions may have their offer of admission revoked (cancelled). Refer to Offer of Admission for specific due dates.
  - o Fall Intake Semester - July/August
  - o Winter Intake Semester - December
  - o Spring Intake Semester – April

1.4. Documentation Requirements

Applicants are required to meet the admission requirements that are published on the relevant program pages on George Brown College's website. Admission requirements are updated for each academic cycle (Fall, Winter, Spring) and will be published one year in advance of the start date.

Applicants are required to provide official documentation as outlined in the published admission
requirements by established deadlines for the relevant academic cycle.

1.4.1. The assessment of an application is based on the information available at the time of application review.

1.4.2. The Admissions office will only accept documents that are certified and official. Please see section 2.4 for international documents.

1.4.3. All applicants are responsible for submitting official and valid documents. If George Brown College concludes, based on reasonable grounds, that the applicant has falsified any information presented as part of their application - without limiting any other rights of the college available by law - reserves the right to revoke the offer and, subject to applicable law and college policy, to terminate a student's registration.

1.4.4. All programs require submission of a final transcript. It must clearly state that the applicant has fulfilled all program requirements and that the credential has been awarded, granted or conferred. If due to the timing of an institution's convocation, applicants are unable to provide a final transcript containing this information, the Admissions Office will accept an official letter from the Office of the Registrar confirming graduation from that institution.

1.4.5. All submitted documentation must be under the same name as that of the applicant who applied through Ontariocolleges.ca. Any discrepancy must be accompanied by official documentation that identifies the alternate identity of the applicant.

1.4.6. Applicants who do not hold Canadian citizenship designation as indicated on Ontariocolleges.ca must provide valid proof of residency by the established deadlines. Acceptable proof of residency is front and back copy of Permanent Residency Card, copy of Landing, or Confirmation of Residence, or Proof of Convention Refugee status.

1.4.7. Domestic applicants are Canadian Citizens or Permanent Residents of Canada, and/or have self-identified as an Aboriginal person on their OCAS application. Applicants may self-identify via the OCAS Citizenship and Residency section. An applicant will be asked if they consider themselves to be an Aboriginal person, that is, a person related to or descended from the original peoples of Canada (https://www.ontariocolleges.ca/en/faq/aboriginal-applicants).

If an applicant selects yes, they can then choose which definition they feel appropriately represents their Aboriginal ancestry and / or identity – First Nation, Inuit, Metis or another definition. They can Select all definitions that apply to them or use the freeform field to enter a definition that isn't listed.

1.4.8. Failure to provide valid proof of residency before established deadlines will result in the student being charged international tuition fees, where applicable, or result in the application being cancelled.

1.4.9. Applicants who are being funded by a sponsorship program (e.g., Second Career), must provide proof of the funding/ sponsorship by a specific deadline, as identified by the Admissions Office. Applicants are still responsible for paying the initial tuition deposit by the deadline stated. Should an applicant not submit their proof of funding or sponsorship, the applicant will be responsible for paying all outstanding fees to the college.

1.5. Applying as an International Student

All international applications for full-time, post-secondary programs at George Brown College must be submitted through the College's Online Application System (OAS) for International Applicants. Refer to www.georgebrown.ca/international for specific requirements, processes and policies for International students. Refer to the Registration & Enrolment Post-Secondary Programs Policy for changes in international student status.

International students must ensure they are in compliance with federal immigration policy, pertaining to their individual circumstances, at all times while studying at George Brown College.

Following the directives of the MCU, the College will accept international students into programs as spaces are available after other qualified domestic applicants have been accepted. International students are defined as those who:

- Are not Canadian Citizens or Permanent Residents of Canada;
- For programs of 6 months duration or more, are in possession of a Study Permit prior to the start of classes; and
- For programs of 6 months or less (e.g. EAP), are in possession of a valid Temporary Resident status in Canada

1.5.1. Application Fee

The OAS charges a non-refundable application fee per academic cycle. International applicants are eligible to select two program choices at the time of application, but will only be issued with one offer, usually for their priority program choice (if available and applicant is eligible for).

1.5.2. Application Cycle Dates

Application cycle dates for international applicants are established annually by the Director, Recruitment and Admissions and will be published one year in advance of the start date.

1.5.3. Admissions Requirements for International Applicants

International applicants are required to meet the admission requirements that are published on the relevant program pages on George Brown College's website, as well as the requirements listed on the International-specific admission requirements page. Admission requirements are updated for each academic cycle (Fall, Winter, Spring) and will be published one year in advance of the start date. Admission requirements may differ depending on country of origin and the GBC credential applied for. International applicants should refer to the GBC country-specific web pages for most up to date admission requirements.

In order to be admitted to a program, international applicants must:
- Have graduated from senior secondary school or equivalent (those applying for a postgraduate program must have graduated from a university or college program)

- Be 17 years of age or older at the time of registration.
- Pay the non-refundable application fee via the OAS
- Provide proof of English proficiency, if English is not the first language in their home country. Options for providing proof of English proficiency are posted on the International Admissions webpages.

1.5.4. English Proficiency

International applicants must provide proof of English proficiency, if English is not the first language in their home country. See section 2.6 English Proficiency test requirements, in addition to those noted below, international applicants may meet the English proficiency requirement by successfully completing a recognized English pathway program via another Ontario Public College, GBC's English for Academic Purposes Program (EAP), or one of GBC's Private Language School partners. Options for providing proof of English proficiency are posted on the International Admissions webpages.

1.5.5. Documentation Requirements

The assessment of an application is based on the information available the time of application review.

1.5.5.1. The International Admissions office will only accept documents that are official, and in English. If documents are not in English, the applicant must submit translated and notarized copies.

1.5.5.2. All applicants are responsible for submitting official and valid documents. If George Brown College concludes based on reasonable grounds, that the applicant has falsified any information presented as part of their application, without limiting any other rights of the college available by law, reserves the right to revoke the offer and, subject to applicable law and college policy, to terminate a student's registration.

1.5.5.3. All programs require submission of a final transcript. It must clearly state that the applicant has fulfilled all program requirements and that the credential has been awarded, granted or conferred. If due to the timing of an institution's convocation, applicants are unable to provide a final transcript containing this information, the Admissions Office will accept an official letter from the Office of the Registrar confirming graduation from the institution.

1.5.5.4. All documentation that is submitted must be under the same name as that of the applicant who applied through the OAS. Any discrepancy must be accompanied by official documentation that identifies the alternate identity of the applicant.

1.6. Students with an Outstanding Balance

Students or applicants with outstanding balances from a prior term or program of study will be required to pay off their outstanding balance, in addition to the new deposit fee,

before they are able to register for or continue in their new program. Tuition deposit deadlines still apply. If an applicant misses their deadline, they may lose their spot in the program.

1.7. Students with Holds
Students who have Academic, Registration, Security, or other holds on their account may be denied admission to the College, regardless of which program the hold is related to. The decision will be made on a case-by-case basis by the Office of the Registrar, in consultation with the Academic Division, and other department as appropriate (e.g., Diversity, Equity, Human Rights Services, Student Success).

1.8. Custody of Records
Records that are transmitted or mailed to the college for admissions purposes become the property of the Admissions Office and will not be returned or released to the applicant. Records are not shared with other college departments, unless required as a function of the admissions/registration or transfer credit process.

1.9. Third Party Access to Records
The Admissions Office will not normally interact with third parties in the matter of application and/or admission to the college. Applicants who wish to give consent to a third party to access their application information must follow the procedure as outlined in the Ontario Freedom of Information and Privacy Act. International applicants may assign an agent via the OAS permission process.

1.10. Closing of Programs
The Director, Recruitment and Admissions and Manager designates, in consultation with the appropriate Dean or designate as required, will determine when a program is filled, and no further applications will be accepted. Communication will be posted on the George Brown College website and at Ontariocolleges.ca.

1.11. Suspension of Programs
The Director, Recruitment & Admissions or Manager designate, at request of the appropriate Dean, Chair or designate, will determine when a program will be suspended (no longer offered for the intake, or potentially, future intakes). Applicants will be notified.

2. Eligibility
2.1. Admissions Requirements for Secondary School Graduates
2.1.1. Certificate, Diploma or Advanced Diploma Programs
Each program has specific admission requirements. See specific program pages on the George Brown College website for additional specific program requirements. The basic requirement for admission to a post-secondary program is:
- An Ontario Secondary School Diploma (OSSD) or equivalent and meet all current published program requirements
- Pre-requisite courses must be at the university (U) or university/college (M), or college (C) level (or under the former Ontario secondary school

curriculum at the General, Advanced or OAC level), with the exception of grade 11 Math or Science which must be at the U or M level for certain programs. Exceptions may apply please refer to current published full-time program guide.

- Certain programs publish minimum grade or averages required. Grades will be subject to competition with other applicants.
- Some programs require additional information beyond academic requirements, such as a resume, interview, portfolio, auditions, or sector-specific testing.
- Applicants under the age of 19 at the start of the program must have an OSSD or equivalent and meet the program requirements in order to be considered for admission.
- Students from outside the province of Ontario must have the equivalent courses as per section 2.4.

2.1.2. Bachelor Degree Programs (does not apply to Ryerson Collaborative Degrees, see section 2.3.3)

Admission to an honours bachelor degree program requires an OSSD or equivalent, with:

- A minimum of 65% in six university (U) or university/college (M) courses at the grade 12 level.
- Exceptions may apply; please refer to current published full-time program guide.
- Any additional program requirements as per the current published full-time program guide.
- Most degree programs require minimum grades in the prerequisite courses
- Students from outside the province of Ontario must have the equivalent courses as per section 2.4.

2.2. Admissions Requirements for Graduate Certificates (Postgraduate)

Postgraduate programs require completion of a post-secondary credential from an accredited post-secondary institution. See current published full-time program guide for additional program-specific requirements.

- Certain programs will accept partial education plus work experience as equivalent to the required credential
- Applicants must provide English language proficiency, please see section 2.6

2.3. Admission Requirements for Mature Applicants
2.3.1. Certificate, Diploma or Advanced Diploma Programs

Applicants who are 19 years of age or older as of the first day of class and who have not completed an OSSD or equivalent, will be considered mature applicants. Mature applicants who do not provide the prerequisite credits earned at the high school or post-secondary level will be invited to take an admission assessment in the program pre-requisites for the program they are applying to. Some programs require additional information beyond academic

requirements, such as a resume, interview, portfolio, audition, or field-specific testing. Some programs may not allow mature student placement testing- please visit www.georgebrown.ca/mature for details.

2.3.2. Degree Programs (Excluding Ryerson Collaborative Degree Programs)
Applicants aged 19 or over before the beginning of the academic term who do not have an OSSD or equivalent are considered Mature applicants.
Mature applicants for degree programs must have the specific credits and minimum grades, as identified in the published admission requirements. Admission assessments are not permitted for degree programs.

2.3.3. Ryerson Collaborative Degree Programs
Ryerson Degree programs are offered in collaboration with Ryerson University and George Brown College. The Admissions Office follows Ryerson's admissions policies and procedures to process all applications:
https://www.ryerson.ca/calendar/2021-2022/policies-and-procedures/

2.4. Equivalent Admission Requirements
Credentials from other provinces, territories and other countries that are recognized by the College as equivalent to an OSSD, an academic credit, or a postsecondary credential will be considered for admission. George Brown College is the sole arbiter of what is considered equivalent. Generally, the standards are as follows:

Other Canadian Provinces/Territories:
OSSD: The OSSD equivalent from all other provinces and territories (except for Quebec) is the Grade 12 diploma or GED (General Education Development Certificate).

The equivalent from Quebec is the Grade 12 Certificate of Graduation or a Diplôme d'Etudes Collègiales (DEC) from CEGEP.

Postsecondary: Postsecondary equivalent from all other provinces and territories is postsecondary studies completed at a provincially recognized postsecondary institution.

Other Countries:
If being used for domestic admission purposes, all credentials from outside Canada must be evaluated by either the International Credential Assessment Service (ICAS) or the World Evaluation Service (WES). Credential Evaluation Service (CES) may also be used for general evaluations.

Only official credentials will be evaluated. Evaluation fees will apply at the discretion of the evaluation service.

It is the responsibility of the applicant to ensure that they are requesting the correct evaluation and are aware of all pertinent deadlines and processing times.

OSSD and postsecondary credentials: Proof of a completed, equivalent OSSD or a postsecondary credential typically requires a general evaluation.

OSSD and postsecondary courses: Course by course or comprehensive evaluations are typically required when using equivalent courses for admission purposes.   As of November 2017, only ICAS offers the OSSD comprehensive review.

2.4.1. Admission Requirements Completed at the Post-Secondary Level

Admission requirements completed at the post-secondary level will be reviewed by George Brown College to determine their equivalency. George Brown College is the sole arbiter of what is considered equivalent.

Courses completed at the post-secondary level and used toward admission will be evaluated using the grade scale from the incoming post-secondary institution.

2.5. Home Schooled Applicants

2.5.1. Certificate, Diploma or Advanced Diploma Programs

Applicants who have been home schooled are required to submit written confirmation that they have been home schooled. Home schooled applicants will also be required to provide proof of academic achievement in the program prerequisites and may be sent for admission assessment. Course outlines may also be requested.

George Brown College (GBC) will review applications from students who completed their education in a home school setting. Credits must be completed at the grade 12 level and all course specific admission requirements must be met.

Official transcripts from college-approved institutions are required to provide proof of academic achievement. If transcripts are not available applicants may be sent for an admission assessment (subject to admission requirements).

2.5.2. Degree Programs

Applicants who have been home schooled are required to submit written confirmation that they have been home schooled. Home schooled applicants will also be required to provide proof of academic achievement in the program prerequisites.

2.6. English Language Proficiency

All applicants to George Brown College must demonstrate an acceptable level of English language proficiency in one of following ways, in order to be considered for admission.

Please note: Most programs require that applicants meet a minimum academic English prerequisite of compulsory Grade 12U, C or OAC English or equivalent. Some programs require a higher score than the minimum stated for English Language Proficiency requirements.

IN ORDER TO MEET THE LANGUAGE PROFICIENCY REQUIREMENT, AN APPLICANT MUST:

1. Provide proof that their secondary and/ or post-secondary studies were completed at a recognized institution where English was the primary media of instruction. The studies must be relevant to the admission requirements for the specific program (s) applied to (e.g., an advanced diploma or degree is required for certain postgraduate programs).

Or

2. Applicants with transcripts from an institution where the language of instruction was not English may meet English language proficiency requirements with one of the following proofs of language proficiency. The minimum test scores that are acceptable are listed below (as applicable).

Please note: For admissions purposes, some programs require a higher score than the minimum stated on the English Proficiency webpage: https://www.georgebrown.ca/apply/admission-requirements/english-proficiency

In addition to those noted in the webpage above, international applicants may meet the English proficiency requirement by completing a recognized English pathway program via another Ontario Public College, one of GBC's Private Language School partners or a GBC recognized language proficiency test. Options for providing proof of English proficiency for international applicants are posted on the International Admissions webpages.

2.7. Testing of Applications (Assessments)
2.7.1. Admission Testing
Three types of applicants may be required to take admission assessments administered by the Assessment Centre:
- Those who apply to any program as mature students who do not hold an OSSD or equivalent (see Section 2.3)
- Those programs requiring a mandatory test for admission.
- Applicants to graduate certificates who have international credentials must provide proof of English language proficiency, or will be asked to take the English Admissions Assessment

The Admissions Office will send the applicant communications detailing the test booking procedure once their application is received.

2.7.1.1. Oversubscribed programs (testing)

In certain oversubscribed programs, applicants will be ranked based on their academic marks, or in the case of applicants who took the admissions test, they would be ranked based on the results of their test score.

2.7.1.2. Testing Fees

All admission assessments, regardless of which test is being written are payable online via debit, VISA, MasterCard or American Express. Assessment Test fees are non-refundable. Please visit the Assessment Centre for more details: (https://www.georgebrown.ca/assessment-centre).

2.7.1.3. Accommodations

If you require test accommodations for your admission (mature student) or placement assessment, you must first register with Accessible Learning Services. Accommodations will not be provided unless you have registered with Accessible Learning Services and have made an appointment to write with the Assessment Centre. (https://www.georgebrown.ca/current-students/services/accessible-learning-services)

2.7.1.4. Test Content

Subject to specific admission requirements applicants may be tested in English, Mathematics, and/or Science as well as any additional subjects as approved by the academic departments in consultation with the Office of the Registrar. More information can be found on the Assessment Centre web pages.

2.7.1.5. Issues encountered during test taking

Applicants who encounter issues while taking the test are encouraged to report the issues to an Assessment Centre staff member at the time of the testing.

2.7.1.6. Test Results

Applicants who meet or exceed the pre-determined admission test benchmarks will be considered for admission. Otherwise, admission to the program will be denied. Meeting the minimum test results does not guarantee an offer of admission to the program.
Applicants who fail the admission test can only test once per academic intake (e.g. Fall term).

2.7.2. Placement Testing (post-admission)

The Placement Test is designed to place students in the English and Mathematics college course level that is best suited to the students' needs. Those requiring preparatory English or Mathematics will be placed into a foundations-level course. Those who do not require preparatory work will be placed in the college-level course.

Additional course fees will apply for students required to take the foundation-level courses.

Students are required to take the placement assessment test unless granted an exemption (see Section 2.7.2.4)

Students must take the assessment and register in the appropriate foundations or college-level course to fulfil the requirements of their program.

Failure to take the placement assessment by the established deadline will result in automatic registration into the foundations level course(s), at the expense of the student.

Admission test results may be used as placement results in certain cases. Those test results that fall into the "foundations range" as specified by the College will require the students to enroll in foundations-level courses, if the student is accepted into a college program. Results from testing required to demonstrate English language proficiency for admission (e.g., IELTS, TOEFL) are not used to determine placement. Students submitting English language proficiency results are also required to take the post-admission placement assessment

2.7.2.1. Foundation-level Courses

Foundations-level courses are pre-requisites for the first semester English or Mathematics required by the various programs. Following successful completion of foundations-level courses, the student will move into the college-level English and Mathematics course(s) required for graduation. These courses are crucial to student success and are not optional.

2.7.2.2. Additional Semester of Study

Depending upon individual circumstances, a student may require an additional semester of study and/ or there may be an additional fee for courses taken in the regular semester.

2.7.2.3. Reassessment Process

In the rare circumstances, when both the student and the faculty teaching the foundation-level course agree that the student has been inappropriately placed, a reassessment can be requested by the course professor **as early as possible within the first two weeks of the semester**. The student will be required to take another standardized assessment; the reassessment must be completed **no later than Day 10 of the semester**. The results of the reassessment are **final**.

2.7.2.4. Exemptions from Placement Assessment (post-admission)

Students may be eligible for an exemption from the placement test and/or related college-level course if they meet requirements outlined below.
English requirements
- An equivalent college or university English course at the postsecondary level will result in an exemption from the Placement Assessment and the College level-level course.

Mathematics requirements

- A "U" level math or OAC Mathematics credit with a grade of at least 80% or higher, or an equivalent college course or university math course will result in an exemption from the Placement Assessment but not the college-level course.

2.8. Transfer Credits

Students are also eligible to apply for transfer credit for courses completed at the postsecondary level.   For more information on Transfer Credit, please visit the Transfer Credit Section of the Office of the Registrar policy RO 14 – Transfer Credit.

2.9. Offers of Admission

Domestic applicants will be advised by the college of their offer of admission, and the offer will be posted on Ontariocolleges.ca and GBC STU-VIEW (https://stuview.georgebrown.ca). Offers are to be accepted on Ontariocolleges.ca. George Brown does not defer offers of admission to another intake.

2.9.1. International Applicants – Offers of Admission

International applicants will receive their offer of admission via email to the email address provided in their application within the OAS. Applicants are considered for admission to the program(s) and academic term that they have applied for. Admission to one program is not a guarantee of subsequent admission to another program of study or to another term start date.

2.10. Conditional Offers of Admission

2.10.1. Academic Conditions

2.10.1.1. Applicants who are currently enrolled in required courses, or in the process of completing a required credential, may be eligible for a conditional offer with the presentation of official transcripts.

Applicants who are currently attending high school may receive an offer based on grade 11 final marks or grade 12 midterm marks in the required prerequisites. A minimum grade for a conditional offer is required (varies by program).

Summer school extensions will only be considered in writing. Applicants must provide the following to the Admissions Office: course name/ number, school attending, and start/ completion date of the required course.

The offer of admissions letter will specify the conditions that need to be fulfilled in order to satisfy the offer of admission.

2.10.1.2. Applicants to postgraduate programs may be granted a conditional offer based on the expected completion of their degree or diploma or certification of professional designation prior to the deadline provided by the Admission Office.

2.10.1.3. To meet offer conditions, a certified official transcript must be submitted to the Admission Office by the deadline date as specified in the offer letter. The applicant must meet the required course requirements (e.g., minimum grade),

and applicants under the age of 19 must achieve their OSSD.

2.10.1.4. Failure to meet offer conditions within the timeline provided will result in an offer being revoked before the start of class. If an applicant has already paid and registered, they will be withdrawn from the program and will be refunded.

2.10.1.5. Conditional offers will be issued based on competition and program availability.

2.10.2. Residency Conditions

Failure to provide valid proof of residency (please see section 1.4.6) before established deadlines will result in the student being charged international tuition fees or may result in the applicant being withdrawn from the program. If an applicant has paid and registered, they will be withdrawn and refunded.

2.10.3. Alternate Offers of Admission

Applicants who do not meet the admission requirement or the current competition level for the program of choice, may receive an alternate offer of admission(s) to a related program. Offers may be conditional and applicants are required to submit all required documentation by the established deadlines.

2.10.4. Expired Offers of Admission

Applicants who fail to meet the established deadlines in the offer of admission or invoice communication may have their offer of admission expired. Applicants who wish to have their expired application reinstated must notify the Admissions Office and will be placed on a Priority Waiting List. Applications will be reassessed based on program availability, seat availability and competition.

2.10.4.1. Failure to make payment of deposit

Domestic applicants are required to pay a non-refundable deposit to secure their place in the program. Applicants who do not meet the deadline to pay the deposit, as indicated in their invoice, may have their offer of admission expired/ cancelled. Applicants may apply to get a reduction in the tuition deposit, for specific circumstances. The decision to grant an appeal will be made by an appeal committee within the Office of the Registrar.

International applicants are required to pay a minimum of the first semester fees to accept their offer. Payment must be received by GBC and acceptance of the offer must be made before the expiry date indicated on the Letter of Acceptance.

2.11. Articulation Agreements

Articulation agreements are official agreements between two or more institutions or internal George Brown College departments that may include, but are not limited to, other programs at George Brown College, secondary schools, colleges, or universities.

The agreement authorizes studies undertaken in specific programs at one institution or department to be credited towards another institution or department.

- All applicants must meet the established admission requirements and must comply with all deadlines as identified in the agreement.
- Agreements must comply with MCU Binding Policy Directive on Admission Criteria and other relevant policies.
- All articulation agreements relating to new students (admission) must be signed off by the Director, Recruitment & Admissions or designate.

2.12. Additional / Supplementary Admission Requirements (Divisional Select)

Additional admission requirements may be established for specific programs, in compliance with the MCU Binding Policy Directive on Admission Criteria. These requirements will be determined by the Dean, Chair, or designate for the program, in consultation with the Office of the Registrar. They must be documented, validated, objective, and in compliance with MCU regulations. Additional admission requirements (academic or non-academic) may consist of, but are not limited to, portfolios, auditions, interviews or skill-specific testing. Please see the MCU Binding Policy Directive on Admissions Criteria. Additional requirements will typically be facilitated by the academic department within a timely manner once all other academic admission requirements are met. All academic and additional requirements must be met by the established deadlines in order to be considered for admission to a program.

2.12.1. Notification to Applicant

Following receipt of applications to a divisional select program, the Admissions Department will advise applicants of the selection procedures of the program chosen by them.

Divisional Select (DSL) is a stage in the application process where applicants are notified of additional programs specific requirements. DSL requirements may include an interview, audition, or submission of supplemental   materials (portfolio etc.) reviewed by the academic division. Applicants will be notified via email once they are eligible for this stage.

Conditional letters of acceptance for pending English language proficiency are not issued for programs with additional admission requirements.

2.12.2. Alternate Arrangements or Accommodations

Alternate arrangements for implementation of a particular selection procedure that is on campus (e.g., interview) must be made for applicants who reside some distance from the College. In these instances, the College will determine alternate arrangements.

Alternate arrangements or accommodations for applicants with a disability, or for extenuating circumstances, will be considered for applicants who request special consideration for testing or other supplemental requirements. The request will be reviewed in collaboration with the Accessible Learning Services department and if approved, the applicant will be informed.

2.12.3. Selection Timelines
The selection timelines for any additional/ supplemental requirements will vary by academic area. The academic division will evaluate applicants for admission within the timelines established by the Ministry and published by Ontariocolleges.ca

2.12.4. Supplemental Requirement Evaluation / Review
Each academic area will designate a member of its staff to be responsible for evaluating the supplement requirements (e.g., portfolio, audition, interview).

2.13. Re-Admission to Semester One of a Post-Secondary Program
Requests for re-admission to semester one may be received from students who were unsuccessful or did not complete their semester. In these cases, at the discretion of the appropriate Dean or Dean's designate, a student may apply by re-submitting an application to Ontariocolleges.ca and paying all applicable fees. Prior study at George Brown College does not guarantee re-admission to first semester. Applicants must meet the published program requirements as stated for the academic year to which they are applying. Admission will be based on program availability, seat availability and competition.

2.14. Oversubscribed Programs (see Glossary for definition)
In accordance with the MCU Admissions Criteria Binding Policy, applicants shall be accepted into oversubscribed programs according to the following order of preference:
- Residents of Ontario
- Residents of other Provinces and Territories in Canada
- Other applicants

Higher averages than the minimum grades states are typically required for oversubscribed programs.

Program-specific requirements may be required for over-subscribed programs. See Section 2.12

2.15. Waiting Lists (see definitions)
2.15.1. Waiting lists may be established any time that the number of qualified applicants exceeds the number of seats available. A waiting list is established for domestic applicants only.

2.15.2. The relative position of applicants on a waiting list will be determined in a variety of ways, depending on the program. Positions on the waiting list can change based on competition and seat availability.

2.15.3. Students can be informed upon request of their relative position on the waiting list for a program.

2.16. Advanced Standing

2.16.1. Advanced standing is available to applicants interested in applying to a semester higher than one. This should be indicated on their Ontariocolleges.ca application. Advanced standing applicants are required to pay the Ontariocolleges.ca fee.

2.16.2. Some programs do not offer advanced standing (individual program pages on Ontariocolleges.ca will indicate available levels).

2.16.3. Domestic applicants must submit official transcripts to Ontariocolleges.ca for Advanced Standing. International applicants submit transcripts via the International Online Application System (OAS). Students may be required to submit course outlines and/or course descriptions of all applicable post-secondary courses.

2.16.4. Advanced standing decisions will be based on academic achievement and seat availability.

2.16.5. For more information on the Advanced Standing polices and process, please refer to the Office of the Registrar Advanced Standing policy**.**

3. Admissions Decisions Appeals

Final decisions on applications will be communicated to the applicant in writing. In the case of a declined application, the reason(s) for the decision will be identified in the communication. George Brown College   reserves the right to decline an applicant for not meeting primary academic or supplemental admission requirements, or based on their prior conduct or performance at the college . The College offers a process for declined applicants to receive more information on why they were declined and appeal the decision. This policy does not include part-time, apprenticeship, or continuing education courses.

3.1. Admission Decision Appeal Process

If an applicant would like to appeal an admissions decision on procedural grounds, the following process will apply:

- The applicant must apply in writing to the Director, Admissions or designate for a review of the application decision within 30 days of the date of the communicated decision. The Director or designate will:
    - Acknowledge the application in writing and will appoint, when necessary, an admission review panel consisting of members of the Office of the

Registrar, the relevant academic department, and as required, the Student Success division
- When possible, we will work first with the academic department to come to a resolution. If a resolution is not possible, then;
- Notify the applicant of the meeting date within 15 business days of the receipt of the applicant's written request, if a meeting is required to resolve the matter
- The applicant may also be asked to present in person the reasons why they should be admitted. A student may bring a support person to meetings relating to their academic issues. This person may accompany a student to any meeting. No counsel or other agent may represent the applicant unless required due to extenuating circumstances approved by the review panel.
- The Panel will notify the applicant in writing within 15 business days of its decision and the reasons for it. The decision of the panel is final and binding.
- Should the panel find in favour of the applicant, and the pertinent program no longer has seats available or the last day to register for the semester has passed, every alternative option will be explored. Other students who have already been admitted to the college will not be disadvantaged on behalf of another by the findings of the panel. If the applicant is granted a place in the program because of the panel's findings, the applicant would be required to indicate agreement in writing within 3 business days.

4. Communications and Mailing

4.1. The College is not responsible for non-delivery of mail or electronic mail. It is the responsibility of the applicant to verify and maintain accurate contact information throughout their application process and course of study at George Brown College. (See Section 11.11 Distribution of Credentials) Dates and deadlines will not be extended for missed communications.

4.2. Applicants are responsible for regularly checking their application status online, including: invoice information, payment deadlines, and documentation requirements; and should contact the Admissions Office regarding any discrepancies. Every effort will be made to maintain accurate and up to date information on an applicant's file.

4.3. The College is committed to providing transparency to outside parties with respect to the compliance of the organization's electronic communication with Canada' Anti-Spam Legislation (CASL). To view our formal statement of rights and obligations and a series of answers to questions about spam and the College's practices that are frequently asked by outside parties, please visit http://www.georgebrown.ca/casl/