

APPLICATIONS PROCEDURES

To be admitted to Keyano College, applicants must meet the general requirements outlined below, as well as the specific requirements for the program to which they are applying. Specific admission requirements are listed with each program section of this calendar.

For most programs, applicants are accepted on a first qualified, first served basis once their application and supporting transcripts/documents have been received. For programs with an enrollment limit, the College reserves the right to employ academic rating scales for admission purposes.

Students currently enrolled in Grade 12 will be considered for early conditional admission on the basis of marks received to date and list of current enrolment.

For admission purposes at Keyano College, the G.E.D. is not considered a high school equivalent diploma.

General Entry Requirements

1. Admission to Keyano College is open to individuals who are 18 years of age or older and who meet the basic admission requirements for the programs to which they are applying. Students under the age of 18, who have completed a high school diploma, are turning 18 years of age in their first academic year at Keyano College, and who meet the basic admission requirements for the programs to which they are applying will also be eligible for admission. Students who do not meet the age requirement, but have a high school diploma and meet program admission requirements will require approval from the Registrar.
2. Regardless of country of origin or citizenship, applicants for all programs (except College and Career Prep) must demonstrate English Language Proficiency, as outlined in the program admission requirements and on page 13 of this calendar.

Keyano College is an approved ETS certified Test Administration site. For more information regarding ETS or the TOEFL iBT test, please visit www.ets.org and select the FORT MCMURRAY test centre location.

For information on the TOEFL test and how to arrange for testing please visit the ETS website at www.ets.org/toefl.

Please see program descriptions for English Language Proficiency Admission requirements.

3. Students who have attended another post-secondary institution and have received a GPA of less than 1.0 or equivalent may be admitted as probationary students upon the recommendation of a Special Cases Committee consisting of College personnel.
4. Students with a GPA of less than 1.0 or equivalent from Keyano College may be re-admitted as probationary students upon the recommendation of a Special Cases Committee consisting of College personnel.

Applicants who do not meet the admission requirements may request to have their status reviewed by a Special Cases Committee which includes a Counsellor, the appropriate Program Chair and the Registrar. The decision of this group shall be final.

How to Apply

1. Apply online with ApplyAlberta.ca, and arrange to have official high school transcripts and all official post-secondary transcripts (if applicable) sent directly to:

Office of the Registrar
Keyano College
8115 Franklin Avenue
Fort McMurray, AB T9H 2H7

Keyano College requires that all applications be submitted with a non-refundable application fee (\$50 for domestic applicants, \$100 for international applicants). Applications received without receipt of this fee will not be processed. See page 17 for international student application processes.

For apprenticeship admission procedures please see the Apprenticeship section on page 140.

Applications are processed according to the date they are received, so early application is advised. The application period will normally open on the following dates for Academic programs:

Fall term (September to December): Application period opens October 1st of the previous year.

Winter term (January to April): Application period opens February 1st of the previous year.

Some Apprenticeship, Trades & Heavy Industrial programs have continuous intakes where the application period is year-round. Some programs have specific application dates and deadlines be sure to consult the specific program in the academic calendar.

APPLY ONLINE!

ApplyAlberta.ca

APPLICATIONS PROCEDURES

Transcripts

When submitting an application for admission students must arrange to have their official transcripts of high school and post-secondary education (college, university, technical institute) sent directly to the Office of the Registrar.

Transcripts must be sent directly from the issuing institution to Keyano College to be considered official.

Once submitted, all transcripts become the property of Keyano College, and will not be returned to the applicant. This is standard practice among Canadian post-secondary institutions and is designed to protect the transcript's authenticity. Photocopied documents are not acceptable.

Alberta High School Transcripts

To request an official Alberta high school transcript, contact: Alberta Education

High School Transcripts and Diplomas

2nd Floor, 44 Capital Boulevard

10044 - 108 Street NW Edmonton, Alberta T5J 5E6

Phone: 780-427-5732

Toll Free: 310-0000

Fax: (780) 422-2137

www.education.alberta.ca/students/transcripts.aspx

For Alberta Grade 12 applicants, Keyano College uses the blended Alberta Education grades which are based on departmental exams and teacher-awarded results.

Current High School Students

Students applying to academic programs should submit a copy of their final marks to date as well as current enrollment to be considered for conditional acceptance. Students should also remit a copy of their statement of marks upon completion of high school. Please note that students are required to ensure they order their official high school transcripts from the Department of Education to be sent directly to Keyano College upon completion of departmental exams to be reviewed for full acceptance.

High School Transcripts from Other Provinces

Transcripts can be obtained by contacting the appropriate education board of the province in which you attended or are attending high school. Ontario high school students can apply for transcripts directly from the high school attended.

See the Keyano College website keyano.ca/current-students/necessities/transcripts, for a complete listing of provinces and the appropriate contacts.

Post-Secondary Transcripts

Transcripts from post-secondary institutions must be issued and signed by the institution and bear their official seal (it is not necessary to request official transcripts for course work previously completed at Keyano College). In order to obtain official copies of your post-secondary transcripts, contact the Registrar's Office at the institution(s) you attended.

2. Requirements Consideration

The Office of the Registrar will acknowledge receipt of the application for admission within a short time period. A letter will be sent advising the student of any further documentation required to complete the admission process. Specific programs may require additional information such as: resumes, references, letters of intent and portfolios.

Interviews and Auditions

An individual interview, group interview or audition may be required for a particular program. Keyano College will notify the student to set up a date and time.

3. How to Register

Once students have received their acceptance or conditional acceptance letter to Keyano College, they will be advised on how to register for their program and/or courses. Along with an outline of the procedure, students will be notified about program fees and will be provided with other relevant information about the College.

A student is considered registered once their courses are entered in the student information system in the Office of the Registrar and an assessment sheet of tuition and related fees is produced.

Tuition Deposits

Students who register for College and Career Prep, Certificate and Diploma, and University programs are required to pay a \$100 non-transferable tuition deposit (\$200 for international students) with the balance of fees due by the end of the first week of the term. Students registering in Trades & Heavy Industrial programs are required to pay a \$100 non-refundable, non-transferable admission deposit.

Students who are permitted to register one week after the start of classes will be charged a \$25 late registration fee.

Students registering for Apprenticeship and Power Engineering: CML must pay full fees at the time of registration.

4. Clearing Conditions

If a student is conditionally accepted, the admission letter will contain certain conditions that must be met prior to the start of the program. Examples are: placement assessment, completion of a required course, or submission of final official transcripts. If conditions are not met, conditional acceptance may be revoked.

Students should read their acceptance letter carefully and take steps immediately to meet any conditions.