

# APPLICATION 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 12 of this calendar. 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. HOW TO APPLY

**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 106.

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

### 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 will not be accepted in place of official transcripts.

### Alberta High School Transcripts

If you have attended an Alberta high school, your transcript will be provided to Keyano College by ApplyAlberta once your application is processed.

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To request an official paper copy of an 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  
[education.alberta.ca/students/transcripts.aspx](http://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.

## **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.

## **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.

If you have attended an Alberta public post-secondary institution, your transcript will be provided to Keyano College by ApplyAlberta once your application is processed.

## **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: applicant profile, entrance test, letter of intent, references, and/or resume.

## **Interviews**

A program interview may be required for particular programs. Keyano College will notify the student to set up a date and time.

## **3. HOW TO REGISTER**

Registration for the Fall/Winter academic semester generally opens in mid-April. Students cannot register for classes until they have applied and are accepted into a program.

Once students have received their acceptance or conditional acceptance letter from Keyano College, they will be advised on when and 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, Diploma, and University programs are required to pay a \$100 non-transferable tuition deposit (\$200 for international students) with the balance of tuition and 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 include: placement assessment, completion of a required course, and/or submission of final official transcripts. If conditions are not met, conditional acceptance may be revoked.

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