



Appendix 1: PROCEDURES FOR ELIGIBILITY FOR ENROLMENT AS A DOMESTIC STUDENT POLICY

1.00 PROCEDURES

- 1.01 International students who wish to be considered as domestic students must still apply, pay application fees, and meet all applicable admission requirements associated with international students.
- 1.02 A written request for enrolment as a domestic student, along with supporting citizenship documentation, must be submitted to Registrar and Enrolment Services prior to the start of classes.
- 1.03 Official documentation issued by the applicable Canadian government agency which confirms the student's status under one of the categories stated in the policy must be provided. The documentation must confirm date of issuance and dates of validity.
- 1.04 Students applying under a formal agreement approved by the College must follow the application process and submit all documents specified by the agreement.
- 1.05 The required documentation must be received by Registrar's Office prior to registration. Registration as a domestic student will only be possible once the request and required documentation is received and confirmed as acceptable.
- 1.06 If a student previously enrolled as an international student is now eligible for enrolment as a domestic student, the citizenship status and change in tuition rates will apply for the next registration term.
- 1.07 Documentation must be valid until at least the first day of classes for the semester in question in order for the student to be considered a domestic student for that semester.
- 1.08 Should documentation confirming eligibility as a domestic student expire, the student is responsible to submit new documentation or status will revert to international status. If documentation is received after start of class, status will revert back in the next term.
- 1.09 Domestic fee status must be renewed each academic year.