

**Policy Title:** Late Enrolment Policy

**Approved by:** Campus Director; Executive Director, Admissions

**Executive(s) Responsible:** Director, Student Services/Registrar; Associate Director, Admissions

**Administrator(s) Responsible:** Registration Coordinator(s), Academic Coordinator(s); Admissions Officer(s)

**Revision Date:** November 27, 2024

**Effective Date:** November 27, 2024

**Next Review Date:** November 27, 2025

**Institution Number:** 4119

## Background & Scope

The Canadian College of Technology and Business (CCTB) provides several intakes throughout the year. We are committed to providing support to students who cannot start at one of our scheduled intakes – providing them with different options to enable them to start their academic journey with CCTB as soon as possible.

This policy applies to all incoming CCTB students.

## Purpose of the Policy

The following policy outlines the conditions under which a new student to be enrolled at the Canadian College of Technology and Business, hereinafter CCTB, may request to defer to a subsequent intake. ‘Late Enrolment’ is defined as joining a program after the designated program start date for which the initial Letter of Admission (LOA) was issued.

## Policy Statement

### 1. Late Enrolment Deadline

1.1. CCTB strongly advises international students wishing to enrol after a designated program start date (for any reason) to first consult with a Registered Canadian Immigration Consultant (RCIC) and visit the IRCC website (<https://www.canada.ca/en/immigration-refugees-citizenship.html>) for regulations regarding international students and study permits.

1.2. Students in term-based programs (i.e., programs with 12-15 week academic term schedules) are allowed late enrolment until the registration deadline of designated academic term start date.

1.3 Students in block-based, continuous intakes, or other academic program delivery methods will be allowed to enroll until the posted registration deadline for that program.

1.4. Students who need to defer their acceptance to the next intake **must** submit their request in writing to their Recruitment Officer and the designated Admissions Officer as stipulated in the CCTB Deferment of Enrolment Policy. This request must be forwarded to the Associate Director, Student Services/Registrar for approval.

1.5. Requests for late enrolment can only be approved by the Associate Director, Student Services/Registrar.

## 2. Late Enrolment Consequences

2.1. Deferral approval means that the student will receive a new Letter of Admission (LOA) and a reserved seat in the subsequent intake.

2.2. Students must approach their Admissions Officer to request a deferral to the next intake.

2.3. Current CCTB students wishing to discontinue their studies are subject to the CCTB Withdrawal Policy and CCTB Student Leave of Absence Policy and must fill out the Withdraw Form.

## Related Legislation

- Immigration and Refugee Protection Act/Regulations

## Related Policies

Policy Name	Policy Number
Deferment of Enrolment Policy	
Leave of Absence Policy	
Withdrawal Policy	

## Document History

Date	Approval/Review/Key Change(s)
27 Nov 2024	Changes to adapt to term-based delivery