

COLUMBIA COLLEGE

STUDENT READMISSION POLICY

NOTE:**Must; Shall; Will:****Should:****May or Could; Can:****Clarification of Terms**These words or phrases indicate actions or activities that are *essential* or *mandatory*.

This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory.

These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.

STUDENT READMISSION POLICY

Columbia College believes in a fair and clear process for all individuals applying to return to the College. This process is to be completed when a previous application was declined or a student withdrew or was withdrawn from their program and wishes to return to the College. This policy provides the readmission procedure to follow. Readmission does not apply to those in the Community Support Services Department, Language Instruction for Newcomers to Canada, Security Services Department, and any continuing education courses.

Readmission Procedure

The College has established the following procedures regarding readmission. The former applicant/student must complete and observe the following:

1. Complete a Columbia College readmission application form. If the readmission application is approved by the College, then the application will be completed along with the payment of the application fee and the process will continue as a regular application. There is no fee for the readmission application process.
2. The readmission application must be accompanied with a letter. The letter should include the following information:
 - The reasons why the individual was declined, withdrew or was withdrawn
 - What has changed since the individual left – this could include classes completed, medical issue resolved, etc.
 - Why the individual thinks they will now be successful in a program

Individuals should attach any documentation (plane tickets, transcripts, medical letter, etc.) that supports their explanation. These documents should show the reasons why the individual withdrew or was withdrawn no longer exists. Copies of documents, and not the originals, should be provided to support the individual's explanation.

Note: This policy does not apply to College graduates who have never been placed on probation and do not have outstanding fees owing or those who chose to not start a program.

3. Readmission applications may be submitted to the Student Services' Office in person, emailed to laurie.opitz@columbia.ca, faxed to 403-272-3805, or mailed to:

Attention: Student Services Manager
Columbia College
802 Manning Road NE
Calgary, AB T2E 7N8

4. The Student Services' Office reserves the right to make decisions directly, regarding straight forward readmission applications. More complex readmission decisions will be reviewed by a Readmission Committee that consists of:

- Student Services Manager or Designate
- Registrar or Designate
- Program Chair or Designate

Once the readmission committee has completed their review, the individual will be informed of the decision in a letter from the Student Services' Office within thirty (30) days.

Circumstances that may lead to an application being reviewed by the Readmission Committee include:

- Applicants who were previously declined admission;
- Individuals who were withdrawn from their program;
- Individuals who were on probation within the last 6 months of their program;
- Individuals with an outstanding balance owing;

Note: If the Readmission Committee approves having the application move forward with the admission process, certain conditions (i.e. academic probation) may be outlined that would need to be in place as part of a conditional enrollment.

5. An individual's readmission application may be declined based on the reason for leaving, unsuccessful resolution of reasons for leaving that still persist, relevance of supporting documentation presented, current readiness of the individual to return to a program, previous attendance, previous academic progress, the competitive nature of a program and/or behavioral concerns.

Please note: Approval for readmission granted by the Student Services' Office does not guarantee the individual will successfully complete the admission process.