

APPLICATION FOR INSTITUTION TRANSFER

APPLICATION TO TRANSFER FROM ANOTHER COLLEGE

An Institution Transfer is defined as entering a full-time postsecondary program into Semester 2, 3, 4, 5 or 6 from a different Ministry approved college in the same program. Students must meet Confederation College admission requirements and successfully have completed semester 1 from previous institution. An Institution Transfer is not guaranteed.

Students are expected to complete their program within the following time limits, based on their original program start date:

One year program – up to three years

Two year program – up to five years

Three year program – up to six years

Part time postsecondary/continuing education programs – five years

These times may be adjusted at the discretion of the Academic School

Procedure

Student completes the “*Application for Institution Transfer Form AR-3*” and submits form, with a \$30.00 nonrefundable application fee, to The Information Hub, Fax, or Mail.

Fax to: 807-473-3731

Mail to: Admissions Office, 1450 Nakina Drive, Thunder Bay, Ontario, P7C 4W1

Students must provide a complete course syllabus for each program taken at the previous institution along with an official transcript. A high school transcript may be requested for admission purposes. Transfer Credit Forms must also be filled out with an additional fee.

Please follow link below for more information regarding the Transfer Credit Process:

<http://www.confederationc.on.ca/admissions/transferecredits>

All Institution Transfers will be reviewed by the Program Coordinator to decide what semester of entry will be approved.

All applications received on or before April 15th for Fall start and on or before November 15th for Winter start, will be reviewed and ranked* for equal consideration.

Students will receive an offer for their institution transfer no later than three weeks prior to the start of the semester. Additional offers for institution transfers will be extended up to the final date for registration until the program maximum is reached. Unsuccessful applicants will be notified.

All applicable tuition fees are due at the time of registration (see www.confederationc.on.ca/registration).

Students transferring from another institution may be required to take additional courses due to differences in individual college program curriculum.

*Applications for Institution Transfers will be ranked using the following criteria:

- Program Grade Point Average at the point of program departure from previous Institution before the equal consideration dates noted above.
- After the equal consideration dates, applications will be ranked on a first come first serve basis.

FREEDOM OF INFORMATION AND PROTECTION OF INDIVIDUAL PRIVACY

The information on this form is collected under the legal authority of the Ministry of Colleges and Universities Act, R.S.O. 1980, Regulation 640. The information is used for administration and statistical purposes of the College and/or Ministries and agencies of the Government of Ontario and the Government of Canada. For further information please contact the Registrar's Department.