

**Grade 10**

All O2 students must submit an Intent to Enrol Form prior to June 30<sup>th</sup>. (Fax: 450-0239)

**Grade 11**

Students can apply first day of class of their Grade 11 year. O2 must apply in their Grade 11 year (by June 30<sup>th</sup>).

**Grade 12**

All applicants must submit a Grade 12 in-progress transcript PRIOR to October 1<sup>st</sup> (Fax: 491-3514 (in Metro) or 1-866-329-6722 (toll-free)). If program choice has pre-requisites (beyond Grade 12 diploma), these courses must be on the transcript. Final transcripts must be received by NSCC Admissions by June 30<sup>th</sup>.

**Students with IPP on their transcript**

Any student with an IPP must apply through the Special Admissions Process.

**O2 student does not graduate 'on time'.** O2 preferred seat is valid for one academic year following the receipt of their O2 certificate as long as the student remains in high school.

**Example #1** – O2 Grade 12 student returns to school to achieve missing credits required for graduation; graduates in January – Preferred seat available for the following September and/or January intake.

**Example #2** – O2 graduate decides to take a year off to travel or work – Preferred seat will NOT be offered the following year.

Milestone	O2	Non O2	Result
Intent to Enrol Form	June 30 of Grade 10	Not required	O2 student identified within NSCC
Application received prior to but not later than	June 30 of Grade 11	Any time in Grade 11 year	O2 – preferred seat held pending transcript. Non O2 - Date secured for application review pending receipt of in-progress Gr 12 transcript.
Letter confirming receipt of application	Outlining: transcript and supporting documents required by Oct 1 to hold seat.	Outlining: transcript and supporting documents required by Oct 1 to secure Grade 11 application date.	Sets stage for applicant's responsibility to send HS transcript and supporting materials to Admissions by required time frame.
In-Progress Transcript due not later than	Oct 1 of Grade 12	Oct 1 of Grade 12	If not received, O2 applicant will lose preferred seat and non O2 applicants will lose 'early' review date.
If transcript received	Applicants receives preferred seat.	Applicant receives offer based on application date and availability.	Admissions can finalize process of program placement and capacity analysis.
If no transcript received	Applicant marked as incomplete – O2 applicant will not receive preferred seat.	Applicant marked as incomplete and application will not be considered until transcript is received.	Letter sent to applicant explaining that they are incomplete. Applicant now in regular applicant pool and assessed as of date the Grade 12 transcript is received.
Change to application (program and/or campus)	Submit new application and fee by Oct 1 of Grade 12.	Submit new application and fee.	O2 – preferred seat held. Non O2 – application date now based on newly submitted application.
Acceptance Letter	November. Confirm attendance with \$200 Tuition Deposit.	November. Confirm attendance with \$200 Tuition Deposit.	Applicant offered a seat and has <b>3 weeks</b> from the date on the Acceptance Letter to submit Tuition Deposit to NSCC. If Tuition Deposit is not received by deadline on the Letter, applicant may lose their seat.