

# Application fee waiver for Indigenous applicants

## Guidelines and process for students and staff

July 22, 2020 | PO

### Introduction

**Each applicant of Indigenous ancestry<sup>1</sup> is entitled to two free-of-charge admissions applications per academic year<sup>2</sup>: one to a college certificate/diploma program, and one for academic upgrading where required to gain admission to a credit program.** The applicant may elect *which* application(s) receive the application fee waiver(s) by requesting it through an [online form](#). Once the waiver is applied, it is deemed “used” and cannot be transferred, reversed, or carried-forward. The fee waiver request must be made within thirty days of the application being submitted.

**The applicant must still qualify for admission (such as by academic transcripts or admissions testing) and is responsible for payment of confirmation deposits, tuition, and other fees.**

The Registrar’s Office maintains a master list of fee waivers used each year and will notify students who exceed two requests per year.

### Fee waiver options

**Applicants may choose to redeem their annual application fee waiver(s) through the method most convenient to them:**

#### Pay the application fee and receive a refund or credit

In this method, the applicant completes and pays for their application through ApplyAlberta. After submitting the application, the applicant completes an [online request](#) to have their fee payment:

- a) **refunded** to the original payment card, or
- b) **credited** to the student account for towards future charges, such as the confirmation deposit.

In this way, the application begins being considered/processed as soon as it is submitted and paid. This option is strongly recommended for applicants to high-demand programs, like Practical Nurse Diploma or Social Work Diploma, which fill up quickly.

#### “Save and pay later” in ApplyAlberta and request waiver

In this method, the applicant completes their application through ApplyAlberta to the point of the fee payment screen. At this point, the applicant should choose the “save and pay later” option, and then complete an [online request](#) to have the fee waiver applied to their application. The application would not begin being processed until the fee waiver is processed by the Registrar’s Office.

This option allows applicants to apply for admission without incurring the temporary expense of the application fee, or where they do not have ready access to a credit card for fee payment.

<sup>1</sup> Indigenous ancestry can be self-declared when creating the ApplyAlberta profile.

<sup>2</sup> July 1 to June 30, annually.