



OFFICE OF THE REGISTRAR

Office of the Registrar
11762 106 Street NW, Suite 1000
Edmonton, Alberta T5G 3H1
Phone: 780.471.6248 Toll Free: 877.333.6248
Fax: 780.471.8490

RE-OPEN APPLICATION REQUEST FORM

**PLEASE NOTE THAT ADDITIONAL DOCUMENTATION MAY BE REQUIRED.
COMPLETION OF THIS FORM DOES NOT GUARANTEE ADMISSION.**

The application re-open process is designed for students who wish to **re-open their application** after it was cancelled for failing to submit requirements, such as outstanding documents or not paying their tuition deposit.

The following criteria must be met before a re-opening an application will be considered:

- Students can only re-open to the same program and same intake (start date) from which they were cancelled.
- Students can only request their application be re-opened once per application.
- Students can request to have their application re-opened within 14 days from the date of cancellation. After 14 days, students will be required to submit a new application for further consideration.
- The deadline to submit the Re-Open Application request form depends on your program:
 - **Health programs with an Admissions Interview:** For the following programs, the form must be submitted before the program closes. Check the [program availability page](#) to view the program status.

Laboratory & X-Ray Technology Combined	Medical Laboratory Assisting
Dental Assisting	Medical Laboratory Technology
Denturist Technology	Magnetic Resonance
Diagnostic Medical Sonography	Medical Radiologic Technology
Primary Care Paramedic	Respiratory Therapy
 - **For all other programs:** The deadline is the program's start date.
- Re-opened applications will be processed in accordance with the date the re-open request is reviewed by NAIT's Admissions.
- Re-opened applications must follow all deadlines including the applicable enrolment and tuition payment deadlines.

STUDENT INFORMATION

Student First Name:	Student Last Name:	Student Number:

Collection and Use of Personal Information: The personal information on this form is being collected under the mandate of the Post-Secondary Learning Act (Alberta) and the Freedom of Information and Protection of Privacy Act (Alberta), and is needed to process your request. It will also be used to update your contact information for the Registrar's database and the Alumni database. This information is protected under the provisions of the Alberta Freedom of Information and Protection of Privacy Act. If you have any questions about the collection or use of this information, contact the Office of the Registrar at 780.471.6248 or toll-free at 1.877.333.6248.

INTAKE & PROGRAM INFORMATION

☐ Fall (September) ☐ Winter (January) ☐ Spring (May)

FIRST CHOICE	Program name:
	Area of Emphasis (if applicable):
SECOND CHOICE	Program name:
	Area of Emphasis (if applicable):

Have you completed the necessary requirements to re-open your application? ☐ Yes ☐ No

If you have indicated **No** to the question above, we encourage you to complete and submit any outstanding requirements or documents when submitting this form. This will avoid delays in the review of your application.

Student Signature: _____ **Date:** _____
Signature MM/DD/YYYY

HOW TO SUBMIT

Please submit the completed form via the online [Contact Form](#). Select 'Submitting a Form' as the topic, and 'Re-open Application form' as the subcategory.