

Application

If the student is applying to Northwestern Polytechnic, the application process cannot proceed until all transcripts and/or forms have been received, or until pre-program assessments or interviews have been completed as required for admission.

Admission

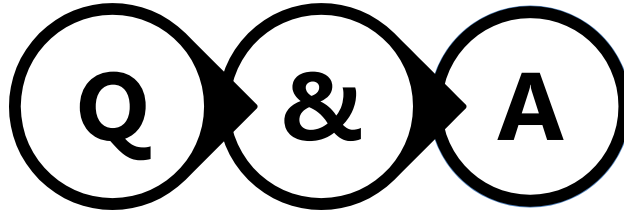
Once the application has been reviewed, a “Letter of Admission” will be sent to the student advising of the status of the application. Students can also log in to their “MyNWP” account to check status. Conditional Admission may be granted if the student is required to provide information regarding the interim grades they are currently enrolled in.

- Placement Assessment – Students may be required to complete a placement assessment. There is no cost for the placement assessment; although a placement assessment cannot be completed unless an application has been received/processed.

Registration

Registration is the process where the student enrolls in the individual course or courses within the program that they have chosen. An Academic Advisor will assist the student in the selection of courses relevant to their program of study.

- If a funding agency would like to be billed directly for a student, we will require the agency to complete a Confirmation of Sponsorship form. Please be advised that students are also required to pay a \$250 non-refundable deposit at the time of registration. Until this deposit is paid, students are not able to register in classes. Completing this form for students confirms that your organization will be invoiced directly for all tuition and fees listed. Should the student choose not to attend, your organization will still be responsible for the registration deposit.



Q: How much are tuition, books and supplies going to cost?

A: Please refer to the NWP web page for updated information: [Tuition and Fees](#)

Q: What is a full-time student?

A: This refers to the number of credits (not courses) that the student is enrolled in. At NWP, in order to be full-time status, a student must be enrolled in a minimum of 9 credits. It is important that the sponsor define whether the student is required to attend on a full-time or part-time basis.

Q: Can NWP give the sponsor information about the student?

A: NWP is required to adhere to FOIPP (Freedom of Information and Protection of Privacy Act). As a result, information regarding academic performance and progress, student attendance, registration details and the student account financial details will only be provided to sponsors if the student completes an Information Release Form and provide it to NWP. There is also an *"Information Release"* section on the *Confirmation of Sponsorship* form that the student can complete.

Q: What about attendance?

A: NWP does not take attendance. We encourage the sponsor to discuss options on how attendance can be obtained for their purposes. (e.g., Attendance Worksheet provided by the student to the instructors for completion and submitted by the student to sponsor).

Q: How can I arrange a campus visit to see a student?

A: We encourage the sponsor to make arrangements to meet with the student directly. There is a meeting room available in the Friendship Centre (B205). Please call one of the numbers below to make arrangements. Campus tours are also available upon request at Experience@nwpolytech.ca.

Q: Will we be notified if a student drops to Part Time or Withdraws?

A: If the agency provides their Release of Information form signed by the student or the student signs the release of information portion of NWP's COS form we will contact you with changes to their program. If the student does not provide a signature on either forms, we contact the student and inform them to contact the sponsoring agency to provide an update on the status of their program.

Please direct any questions or concerns to our Financial Aid Team:

Financial Aid
Grande Prairie & Fairview Campus
Phone: 780.539.2845
E-Mail: Finaid@NWPolytech.ca

Indigenous Liaison Coordinator
Grande Prairie Campus
Phone: 780.539.2020
Email: Indigenous@NWPolytech.ca