

**Policy Title:** Program Viability Policy

**Approved by:** Campus Director

**Executive(s) Responsible:** Campus Director

**Administrator(s) Responsible:** Associate Director, Student Services; Student Recruitment Manager

**Revision Date:** November 27, 2024

**Effective Date:** April 13, 2023

**Next Review Date:** December 31, 2026

**Institution Number:** 4119

## Background & Scope

The Canadian College of Technology and Business (CCTB) offers a variety of programs in hospitality, business, and technology in order to appeal to different students. We want to provide each program at every intake, however, due to different circumstances, this may not always be possible.

## Purpose of the Policy

This policy outlines the process and conditions by which CCTB's leadership team can determine the viability of delivering a particular program for a given intake.

## Policy Statement

Program viability will be assessed seven (7) weeks before an intake start date. Programs with more than ten (10) students starting on campus will be considered viable programs.

Programs that are not considered viable will be cancelled for that academic term intake.

### 1. Implications

If any program is deemed not viable, CCTB will follow the steps outlined below:

- 1.1. International students who have Letters of Acceptance (LOAs) after a program is deemed not viable must present a visa application confirmation to the Office of the Registrar to continue with the registration process.

1.2. International applicants for non-viable programs who do not have a visa application confirmation before program start date will be encouraged to apply to a future intake.

1.3. International students with visa application letters, visa stamps, port-of-entry letters, and study permits can be allowed to apply/gain admission to CCTB as per the CCTB Late Enrolment Policy

1.4. Domestic students can be allowed to apply and gain admission at any time as per the CCTB Late Enrolment Policy

## Definitions

**On-Campus Students:** domestic students and students who are in possession of a visa application/approval, or a stud permit.

## Related Policies

Policy Name	Policy Number
Deferment of Enrolment Policy	
Late Enrolment Policy	

## Document History

Date	Approval/Review/Key Change(s)
27 Nov 2024	Adapted policy for term-based delivery