



Procedure 6: APPLICATION FOR RE-ADMISSION FOR NON-APPROVED WITHDRAWAL

*Primum Non
Nocere* Doctor of Naturopathic Medicine
Revised: September 14, 2011

*Vis Medicatrix
Naturae* By: Mark Williams, Director of Admissions

Tolle Causam Please refer to the Student Handbook for details on the Withdrawal and Re-Admissions Policy. Note: only students who voluntarily withdrew while in good standing are eligible to apply for re-admission.

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Step A: Application for Re-Admission Submission

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Contact the Admissions Department to determine if there is space available in the cohort you wish to apply to (note: priority for available seats is given to students returning from an approved leave of absence). If there is more than one candidate applying for the session, then all applicants (including transfer candidates) will compete for the available space(s) as outlined below.

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The following items must be included with the application for re-admission form, application for re-admission fee (\$50 CDN), personal statement, resume, proof of enrolment/study plan (if applicable) and student budget worksheet. Official transcripts (if applicable) are to arrive directly from the issuing institution.

A complete application for re-admission consists of the following:

1. Completed **application for re-admission** form:
2. **Personal Statement:** provide a statement, typewritten or word-processed, double-spaced, explaining why you want to return to school at this time.
3. **Resume:** A current resume detailing your activities since you left the program
4. **Post-secondary Transcripts (if applicable):** Official transcripts from all post-secondary educational institutions the applicant has attended since their initial application to Boucher Institute (if any) must be sent directly from the Registrar's office of the issuing institution to the Boucher Institute Admissions Committee. See the International Students section for the information regarding foreign transcripts.



5. **Proof of Enrolment (if applicable):** As the admissions requirements and pre-requisites may have changed since the student was initially admitted to the program all applicants for re-admission must ensure all admission requirements are met for the session in which the student is applying.

Proof of enrolment for all courses that are currently in progress (typically a receipt of a confirmation of registration notice/letter), and/or a study plan stating the applicant's plans to complete the pre-requisite courses if not yet registered, must be provided at the time of application for re-admission. Additionally, we require that the start date and end dates as well as the course name and institution name be included. OR, an official transcript showing course name and that the course is in progress may be submitted.

Important: All of the specified prerequisite courses must be successfully completed no later than one month prior to matriculation into the naturopathic program and the applicant must show proof this is possible at the time of application through his/her study plan. Boucher Institute must receive official transcripts for all prerequisites and proof of degree completion in order to matriculate.

6. **Application for Readmission Fee:** A non-refundable fee of \$50.00 CDN made payable to Boucher Institute as a bank money order, bank draft or personal cheque must be enclosed with the application for re-admission form.
7. **Student Budget Worksheet:** Students must complete this form and submit with their application for readmission to help show preparedness for the financial obligations for the four-year or a six-year Doctor of Naturopathic Medicine program. This form is available on the [How to Apply](#) page.

Step B: Review of application

1. The Admissions Committee will evaluate the applicant's past Boucher Institute transcripts with the current program curriculum to determine to which session and term the student would be eligible to return.
2. Once the evaluation is complete the Admissions Committee will assess whether there is space available in the applicable cohort and session for the applicant. If there is no space available the applicant will be notified and may request to have their application forwarded to the next year with no additional fee.
3. If there is space available an interview will be scheduled at the Boucher Institute. A non-refundable interview fee of \$150.00 CDN is payable prior to the interview.



4. After all applicants have been interviewed, the Admissions Committee will evaluate the candidates to determine which applicant, if any, will be offered the available seat(s).
5. The student registers for school by paying non-refundable \$100 registration fee as well as a 10% tuition deposit of the annual tuition.
6. After registration the student must meet with the appropriate dean(s) to review, schedule and confirm which courses are required to complete the program.