

Control of Applications for Admission to Pre-Veterinary Year and the D.V.M. Programme and Remittance of Fees

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SUBJECT

Control of Applications for Admission to Pre-Veterinary Year and the D.V.M. Programme and Remittance of Fees

PREAMBLE

The application procedures of the University require prospective students applying for entrance to the Doctor of veterinary Medicine degree programme (D.V.M.) and the Pre-Veterinary year to pay a non-refundable application fee (as shown in the Admission Section of the annual Undergraduate Calendar). The fee is to be paid when submitting the Background Information Data Sheets provided to the applicant by the Admission Section of the University after receipt of the application for admission to the programme. The application admission form must be submitted by April 1st.

SCOPE

All student applicants for acceptance into the Doctor of Veterinary Medicine degree programme (D.V.M.) and the Pre-Veterinary year when submitting the Background Information Data Sheet to the Admissions Section, Registrar's Office of the University prior to the document deadline of June 15th.

PROCEDURE

1. Processing Application from Prospective Students for Acceptance to the D.V.M. Programme

- 1.1. Applications received for acceptance to the D.V.M. programme by the Registrar's Office - Admission Section will be listed and a set of Background Information Data Sheets mailed to the applicant for collection of the data required for acceptance review purposes.
- 1.2. A non-refundable fee is required along with the Background Information Data Sheets. Sheets submitted without the fee will be returned to the applicant as being incomplete and the application will not be entered for acceptance or review purposes.
- 1.3. The fee shall be paid in the form of a money order or cheque, made payable to the University of Guelph. In order to provide adequate time for the clearing of uncertified cheques, the decisions from the selection committee will not be announced to students prior to June 30th. Cash should not be forwarded by mail.

- 1.4. The deadline for applications, as shown in the calendar, is April 1st. The deadline for submission of the Background Information Data Sheets and the non-refundable fee, to the Registrar's office - Admissions Section is June 15th.
2. [Processing the Background Information Data Sheets and Remittance of fees by the Admissions Section to the Revenue Control Office](#)
 - 2.1. Upon receipt of the applicant's Background Information Data Sheets, the name of the applicant, student identification number and the fee amount enclosed, will be listed on a daily blotter and a copy forwarded with the amount of the daily blotter balance to the Revenue Control Office with the remittance document as per Financial Procedure #5.1.01 Control of Revenue by Revenue Control Department - paragraph #3. Should cash be inadvertently enclosed by an applicant, the cash will be carried by the Admissions Section clerk to the Revenue Control department cashier and a receipt obtained. The receipt will then be attached to the daily blotter and the receipt number listed opposite the amount column to signify that the cash has been remitted via the cashier's wicket in advance of the Remittance Voucher. A copy of the daily blotter will remain with the Admissions Section of the Registrar's Office for reference and audit trail.
 - 2.2. The blotter listings of those students having submitted the required Background Information Data Sheets and fee will be the only applications entered into the selection file as completed applications for the D.V.M. programme.
 - 2.3. Information Data Sheets which are received after the deadline of June 15th will be returned to the applicant upon a directive from the Registrar's Office - Assistant Registrar, Admissions.