



Registrar's Office

1430 Victoria Ave East
Brandon, MB R7A 2A9
registrar@assiniboine.net
www.assiniboine.net

Request for Consideration of Special Circumstances for Admission

Applicant Information

Name: _____

Student Number: _____

Email Address: _____

Phone Number: _____

Program Seeking Admission: _____

Intended Term of Admission (e.g., Fall 2025): _____

Admission Requirement Under Consideration

Please identify the unmet requirement(s) you are requesting reconsideration for.

Reason for Consideration

Please explain the circumstances that prevented you from meeting the requirement(s), or how you believe you have otherwise met the requirement. Attach additional pages if needed.

Personal Statement

Describe why you believe you are prepared to succeed in this program despite not meeting the required admission requirement(s). Attach additional pages if needed.

Supporting Documentation

Include any documentation to support your request or show that you are ready to succeed in the program.

Student Acknowledgement

I certify that the information provided is true and complete to the best of my knowledge. I understand that submitting this request does not guarantee admission or the availability of a placement in a program, and that additional information may be requested if required.

Signature: _____ Date: _____

Or

☐ By checking this box, I am electronically agreeing

Name: _____

Date: _____

This publication is available in alternate formats. Please contact accessibility@assiniboine.net or 204.725.8700 (ext. 6052).



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Applicant Guide: Understanding and Completing the Special Circumstances Form

This guide helps you complete the Request for Consideration of Special Circumstances for Admission form. If you are applying to a program and do not meet all the admission requirements, this process allows you to explain your situation in accordance with Policy A17- Application and Admission to College Programs assiniboine.net/policies. The guide explains each section of the form, includes examples, and gives Manitoba-specific hints to help you find the information or documents you need.

An assessment of special circumstances may result in several possible outcomes including testing referral, upgrading/pathway referral, acceptance with conditions, requirement waiver, ineligible for admission, or cancellation. In some cases, the assessment may determine an applicant will not be considered further. A student success advisor may advise whether upgrading or other training would prepare for future application.

1. Applicant Information

In this section, provide your personal details. Make sure they match your application and official records. Include:

- Your full legal name (as shown on your identification).
- Your Assiniboine College student number, if you are an existing student and already have one.

You can find your student number in your Assiniboine application portal or previous email confirmations.

- A reliable email address and phone number so the College can contact you.
- The full name of the program you are applying for and the term you wish to begin (for example, Fall 2025).

2. Admission Requirement Under Consideration

This question asks which admission requirement(s) you do not currently meet. Be specific so reviewers know what to assess.

Check your program's admission page on the Assiniboine website for exact requirements.

Examples:

- You did not complete Grade 12 English, or your grade is below the required level.
- You were homeschooled and do not have standard high school credits.
- You have been expelled from another post-secondary institution.

3. Reason for Consideration

Explain why you were not able to meet the requirement, or describe how you have met it in another way. Focus on what happened and what steps you have taken to prepare yourself for college.

Examples:

- You had to leave school early for personal or family reasons.
- You have many years of work experience that taught you the same skills as the course you are missing.
- You completed similar training in another country.

Assiniboine offers transfers credit review and prior learning assessment and recognition. See policies A06- Prior Learning Assessment and Recognition and A07 - Credit for Previous Education at assiniboine.net/policies.

4. Personal Statement

Use this section to show why you believe you can succeed in your program. Explain your motivation, skills, and experiences that will help you be successful.

Include details like:

- Why you chose this program and what interests you about it.
- What experience or training you already have.
- What supports or strategies you have in place for success.

Example: 'Although I did not achieve the required 60% in Grade 12 English, I have written reports and training materials in my job for over five years and have successfully completed college level courses. I am confident that I can meet the communication expectations of the program.'

Please keep your personal statement to one page or less. Write in clear, complete sentences.

5. Supporting Documentation

Supporting documents help show that you are ready for college. Include anything that proves your ability to succeed in your program.

Examples:

- Transcripts, certificates, or report cards from schools or training programs.
- Letters from employers describing your job duties and skills.
- Test results, such as English or math placement scores.
- Recommendation letters from teachers, supervisors, or community leaders.

In Manitoba, you can order your high school transcript from the Government of Manitoba website at <https://www.edu.gov.mb.ca/k12/mytranscript/>.

Assiniboine's Adult Learning Centre offers additional credits and upgrading as well as mature student high school. See our website for more information:

- assiniboine.net/programs/additional-creditsupgrading
- assiniboine.net/programs/mature-student-high-school

For placement or Accuplacer testing, contact admissions to discuss this option and make testing arrangements.

6. Student Acknowledgement

Read this section carefully before signing. When you sign, you are confirming that all the information you have provided is true and complete. You also understand that submitting this form does not guarantee admission to the program.

If you are submitting electronically, click the box to confirm you agree and type your name in and include the date.

7. Submitting Your Form

Once your form and all supporting documents are ready, submit them to the Registrar's Office. You can email them, drop them off in person, or mail them.

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Submitting early gives more time for review before your program starts. If you're unsure, contact the Registrar's Office for guidance.

Need Help?

If you need help filling out the form or understanding requirements, talk to a Student Success Advisor. They can help you identify educational pathways such as upgrading, dual credit options, or Prior Learning Assessment and Recognition (PLAR).