

Roles & Responsibilities

1. Application Systems (SRAM, SRASL, SRAFP, or Independent)

- Provides general information to high school counsellors and applicants
- Provides information and application assistance to applicants
- Receives one application for admission from each applicant
 - SRAM offers three rounds of admission for the Fall semester and two rounds for the Winter semester
- Verifies that applications are complete
- Produces ranking lists of applicants based on criteria established by the schools for greater equity
- Transmits applications to the relevant school

2. The Applicant

From the moment they apply online until they receive the school's answer, applicants must:

- Inquire about application procedures and requirements and respect all the conditions
- Provide accurate and truthful information in their application
- Assume entire responsibility in sending valid and legible copies of required documents as well as the payment before the deadline
- Follow up on their application to ensure it is complete and all documents have been received. Applicants must keep track of the status of their application online.
- In the event that documents sent are not accepted (not received or inadequate), verify the source of the problem and correct the situation before the deadline

After the verdict has been reached:

- Applicants must check their file online to know the intended school's response to their application
- If admitted, applicants must read the letter or email sent from the intended school and carefully follow their registration process
- If refused, SRAM applicants should return to their online file and submit a new choice if they wish to participate in the next round.
- If refused, applicants to other application system should consider a new plan:
 - Continuing Education, Adult Education, or Vocational Education

3. The Post-Secondary School

- Study the application, taking into account marks and other data available in the applicants' file
- Organize testing sessions or interviews, when applicable
- Decide on admissions
- Reply to admitted applicants with important instructions for registration (by email or mail)
- Explain their decisions, if required
- Invite admitted applicants to register; the applicants must respond to this invitation within the prescribed time limit

4. The High School

- Guidance counsellor assists the applicant through educating about the application procedure and where to access information
- Guidance counsellor assists the applicant with decision-making by providing information on post-secondary institutions, program information and strategy when applying

5. The School Board

- Sir Wilfrid Laurier School Board transmits the applicant's grades to SRAM and most independent post-secondary institutions
 - Some schools require the applicant to send in their transcript and/or report card – be sure to verify whether this is your responsibility!