

## Roles & Responsibilities

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### 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!