



POLICY: MITT “No Show” Policy		POLICY NUMBER: AC-1-10
		PREVIOUS/REPLACES: N/A
APPROVED BY: Executive Council	EFFECTIVE DATE AS OF: May 1, 2025	PRIOR VERSIONS: New

1. Policy Statement

The Manitoba Institute of Trades and Technology has a limited number of seats available in each program of study. Often there is a waitlist of students wishing to gain admission. It is important that students who accept admission to a MITT program attend.

Students who gain admission and subsequently decide not to attend must notify MITT by submitting a Withdrawal Form.

All students are required and expected to be in attendance on the start date of the program, and are subject to the Student Attendance Policy and program-specific attendance requirements.

Students who do not arrive for the first 15 (fifteen) consecutive instructional days of a program without having received approval in advance will be considered a “no show”. “No show” students will be withdrawn from their program and subject to financial penalty.

Admission policy and/or program-specific rules may allow for earlier identification of, and withdrawal, of a “no show” student.

2. Scope:

This policy applies to all students who have been admitted to a post-secondary or post-graduate program delivered by MITT.

3. Procedure:

Students who are not in attendance for the first 15 (fifteen) consecutive instructional days of a program, and who do not follow the proper procedures for withdrawal, will be assumed to be a “no show” student.



“No show” students will be:

- withdrawn from their program of study
- have all courses for the affected program dropped from their record
- required to pay 50% of the tuition fees for their program, and all non-refundable fees
- required to re-apply for admission (if still planning to attend a program at MITT)

4. Administration:

The Vice-President, Academic, and the Vice President, Business Development and Community Initiatives, are responsible for the administration of this policy.

5. Review:

This policy will be reviewed by Academic Council every five years.

This policy shall remain in effect until amended or revoked.

6. References:

Student Attendance Policy
Student Withdrawal Policy
Program Guidebooks

7. Definitions:

Admitted Student: A person who has accepted an offer of admission to a program at MITT.

“Day 1”: In the context of this policy, Day 1 is considered the first day of the term, or half-term, in which the program begins.

“No Show” student: A student who does not arrive for the first 15 (fifteen) consecutive days of a program without having received approval in advance.