

The following materials must be included as part of every application for ministerial consent:

- 1) Three (3) paper copies of each of the following application materials required by the Minister:
  - A letter of application to the Minister of Training, Colleges and Universities stating the program for which consent is sought.
  - A signed copy of the *Applicant Acknowledgement and Agreement* form as provided in Appendix A at the end of the [Directives and Guidelines for Applying for Ministerial Consent](#) under the [Post-secondary Education Choice and Excellence Act, 2000](#).
- 2) Application fee: a cheque or money order for \$5,000 CDN payable to the Ontario Ministry of Finance.
- 3) A completed [summary of application form](#) for **either**:
  - *Ontario Public Postsecondary Education Institutions<sup>1</sup> Seeking Ministerial Consent under the Post-secondary Education Choice and Excellence Act, 2000*, as provided in Appendix C; **or**
  - *Private and Out of Province Public Institutions Seeking Ministerial Consent under the Post-secondary Education Choice and Excellence Act, 2000*, as provided in Appendix D;
- 4) A submission prepared in accordance with [Postsecondary Education Quality Assessment Board's guidelines](#).
- 5) For Ontario publicly assisted colleges requesting approval for funding, please refer to and submit the *Request for Approval for Funding Form* embedded within the [Funding Approval of Programs of Instruction Minister's Binding Policy Directive](#). The documents can be found on the [Ontario college extranet site](#):

To access the materials, please use the following login information:

Username: caatsite

Password: 900Mowat

Please note that for Ontario college baccalaureate degrees, colleges are asked to complete only the first two sections (1.1 Program Delivery Information and 1.2 High Demand Program Comparator Information sections) of the *Request for Approval for Funding Form* (as specified on page 2 of the form).

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<sup>1</sup> Includes Ontario publicly assisted colleges, universities, federates and affiliates. In Ontario, public organization is defined as an organization including its federates or affiliates, that receives ongoing, regular education-related operating grants from the Ontario government or an organization that is controlled by elected or publicly appointed officials.