



Policy No.:	B.1.1
Department	Education Support (B)
Category:	Registration (B.1)
Owner(s):	Campus Director
Approval Date:	03/19/2024
Date Last Revised:	03/19/2024

Admissions Policy

Context and Purpose

This policy aims to establish the eligibility and suitability of students interested in pursuing academic studies at the college. The college welcomes all qualified applicants to apply.

Requirements

1. Applicants must have at minimum a High School Diploma or international equivalent or apply as mature student (19+).
 - a. High School Diplomas should be written in English.
 - b. High School Diplomas that are written in a language other than English will be required to be (1) translated and (2) notarized.
2. International applicants are required to provide ONE of the following proofs of English proficiency:
 - a. English 12: minimum grade of 50%
 - b. Communications 12: minimum grade of 67%
 - c. LPI: minimum score of 4
 - d. IELTS: overall band of 6.5 or higher, with no band below 6.0
 - e. TOEFL iBT: minimum score of 80
 - f. Achieving a minimum score of 60 on Versant English Placement Test
3. The college adheres to the mandates instituted in the Private Training Act (PTA) Policy Manual of the Private Training Institutions Branch (PTIB). Therefore,
 - a. No student can be enrolled in a program without having met all the admission requirements.
 - b. No student can be enrolled in two different programs within a study term, whether the programs are part of the same pathway or not.
 - c. The college cannot charge fees other than those that correspond to the program into which a student has been admitted.



Processes

4. The college follows the following procedure for applications and admissions:
 - a. Upon receipt of a completed application, the Campus Director will issue an Offer Letter to the applicant.
 - b. Upon meeting all admission requirements and paying tuition as set out in the application, the applicant will be issued an Enrollment Verification Letter.
 - c. An individual is considered enrolled at the college when an Enrollment Verification Letter is issued in the student name, with the date of the letter being the effective date.
 - d. The college reserves the right to revoke the Enrollment Verification Letter and/or terminate student admission at any time if the applicant is found inadmissible because:
 - i. The applicant misrepresents his or her supporting documents, including any assessments.
 - ii. The applicant refuses to oblige to the college's policies.
 - iii. The applicant breaches one or more of the college's policies.
 - e. Upon the withdrawal of the Enrollment Verification Letter, the applicant is no longer considered a student at the college; the applicant may not use the revoked Enrollment Verification Letter as proof of admission under any circumstances.

Context and Purpose

This policy aims to establish the eligibility and suitability of students interested in pursuing academic studies at the college. The college welcomes all qualified applicants to apply.

Requirements

5. Applicants must have at minimum a High School Diploma or international equivalent or apply as mature student (19+).
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 - b. High School Diplomas that are written in a language other than English will be required to be (1) translated and (2) notarized.
6. International applicants are required to provide ONE of the following proofs of English proficiency:
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- d. IELTS: overall band of 6.5 or higher, with no band below 6.0
 - e. TOEFL iBT: minimum score of 80
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7. The college adheres to the mandates instituted in the Private Training Act (PTA) Policy Manual of the Private Training Institutions Branch (PTIB). Therefore,
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Processes

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 - e. Upon the withdrawal of the Enrollment Verification Letter, the applicant is no longer considered a student at the college; the applicant may not use the revoked Enrollment Verification Letter as proof of admission under any circumstances.

Related Legislation, PTIB Compliance Standards, and Policies

PTIB Compliance Standards

3.2.5



Definitions

Applicant: Any potential student who wishes to enroll at the college.