

# Policy on Admissions

**CATEGORY:** Student – Administrative

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**REVIEW REQUIREMENTS:** Every two (2) years

**APPROVED BY:** President

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## Policy Purpose & Summary

This policy, entitled “*Policy on Admissions*”, has been created to establish the criteria set by the College for an applicant to be considered for admission.

It is the policy of the College to formalize the regulations surrounding **admissions** as outlined below.

## Scope

This policy applies to all individuals applying for admission to the College, all students enrolled at the College, all individuals employed by the College, and any other individuals acting as representatives, or hold a titular position, of the College.

## Policy

### 1. ADMISSIONS TO THE COLLEGE

- 1.1. Students accepted into a Program at the College should be afforded every chance of academic success; the entrance requirements and credit transfer regulations outlined in the subsequent sections of this policy support this principle.
- 1.2. This policy recognizes and provides an opportunity for advanced placement within a Program based upon Transfer Credits and/or Prior Learning Assessment (PLA).
- 1.3. The minimum admission requirements set out in this policy are final and binding on the College and the applicant; applicants who do not meet these requirements cannot be admitted as students to the College.
- 1.4. The College is responsible for the final selection of all applicants and reserves the right to accept only those applicants who, having met all the Program and general entrance requirements, are best suited in the particular Program.
- 1.5. **Minimum Education and Language Proficiency Requirements**
  - 1.5.1. Applicants to the College must always possess a high school diploma or Adult Graduation Diploma (e.g. BC Adult Graduation Diploma i.e. Adult Dogwood).
  - 1.5.2. Applicants to the College must meet the English Language Proficiency requirements as set out in Section 2.
- 1.6. **Minimum Age and Residency Status Requirements**
  - 1.6.1. An individual applying to a College Program has reached, or will reach, the age of nineteen (19) years on or before the start of the Program to which he or she applied.
  - 1.6.2. An individual who has not reached the age of nineteen (19) years on or before the start of the Program to which he or she applied will be required to provide parental or guardian consent.
  - 1.6.3. To qualify as a Domestic student, an applicant must produce valid documentation confirming their legal status as a Canadian Citizen or Permanent Resident, including the following:

- ❖ Valid Canadian Passport;
- ❖ Certificate of Canadian Citizenship;
- ❖ Permanent Resident (PR) Card ;
- ❖ Confirmation of Permanent Residence;
- ❖ Other legal documentation issued by Immigration, Refugees, and Citizenship Canada.

1.6.4. Applicants who are classified as International Students must meet the appropriate requirements for studying in Canada as set out by Immigration, Refugees, and Citizenship Canada.

1.6.5. International Student Applicants must produce a valid Study Permit or other approval documents from Immigration, Refugees, and Citizenship Canada before they can be fully admitted to their Program of study.

1.6.6. International Student Applicants applying to a Program that does not require a study permit, as per rules set out by Immigration, Refugees, and Citizenship Canada, must provide valid proof of status in Canada such as:

- ❖ Immigration Stamp on Passport or other valid travel documents;
- ❖ Valid Visa authorizing entry into Canada;
- ❖ Current Work Permit.

#### 1.7. Application Completion and Other Requirements

1.7.1. All applicants must pay the non-refundable application fee before the application process can commence.

1.7.2. It is the responsibility of applicants to ensure that they have reviewed the academic requirements of their Program of choice/future study through the College website prior to applying and paying the non-refundable application fee.

1.7.3. All admission requirements must be met and documents must be received before a student will be permitted to start class.

- ❖ Students who fail to meet the admission requirements prior to the start date of their Program will automatically be moved to the next Program start date and be presented with the opportunity to supplement their application or move to a different Program within the College to which they meet the admission requirement.
- ❖ Should the student fail to meet the admissions requirements prior to the new start date, his or her application will automatically be cancelled and they will be required to re-apply for admission.

1.7.4. Certain Programs or Courses may have additional entrance requirements which are necessary to ensure the best opportunity for success in the applicant's chosen area of study or are requirements of a licensing or certification body/association. This may include academic or non-academic criteria, such as:

- ❖ Designated Course (s) with specific achievement levels (refer to applicable Program overviews);
- ❖ Essay, employer references, interview, and/or resume;
- ❖ Aptitude Testing;
- ❖ Prerequisites.

## 2. ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

2.1. All academic activities conducted at the College are in English.

2.2. It is essential that all students enrolled at the College possess strong writing, speaking, listening, and reading skills.

2.3. Before prospective students can be admitted to the College, they must meet the College English Language Proficiency Requirements in any one of the following ways:

- ❖ Achieve a grade of **70%** or better on the provincial examination portion of BC English 12 or English Literature 12 or equivalent, or;
- ❖ Complete three or more consecutive years of full-time education in English within Canada immediately prior to attending the College, or;
- ❖ Complete four or more consecutive years of full-time education in English immediately prior to attending the College, in a country other than Canada appearing on the list in Section 2.6, or;
- ❖ Graduate from a recognized degree Program at an accredited university in a country appearing on the list in Section 2.6, or;
- ❖ Achieve the competency standard indicated by one of the Test of English Language Proficiency mentioned in Section 2.4.

#### 2.4. Acceptable Tests of English Language Proficiency:

##### 2.4.1. Test of English as a Foreign Language (TOEFL);

- ❖ Academic Level with a minimum score of 79-80 (Internet-based).
- ❖ 550 for Paper-based tests.
- ❖ 23 on each of Reading, Writing, and Listening for Paper-delivered tests.

##### 2.4.2. The Canadian Academic English Language Assessment (CAEL);

- ❖ A minimum score of 60.

##### 2.4.3. International English Language Testing (IELTS);

- ❖ Academic level with a minimum overall score of 6.0.

##### 2.4.4. Michigan Test of English Language Proficiency (MELAB);

- ❖ A minimum score of 76.

##### 2.4.5. International Test of English Proficiency (iTEP);

- ❖ Academic Level 3.

##### 2.4.6. Canadian English Language Proficiency Index Program (CELPIP);

- ❖ A minimum CELPIP-Academic 4L Level.
- ❖ A minimum CELPIP-General Level 7 in all components.

##### 2.4.7. Cambridge English Advanced (CAE);

- ❖ A minimum score of 58 or C.

##### 2.4.8. Canadian Language Benchmarks (CLB);

- ❖ A minimum score of 7.

##### 2.4.9. Duolingo Test

- ❖ A minimum proficiency score of 46%.

2.5. Scores for standardized English language tests are only valid for a 24-month period from the date of testing.

#### 2.6. Accepted Countries

Antigua and Barbuda	Grenada	Singapore
Australia	Guam	South Africa
Bahamas	Guyana	St. Kitts and Nevis
Barbados	Ireland	St. Lucia
Belize	Jamaica	St. Vincent & The Grenadines
Bermuda	Kenya	Tanzania
Botswana	Lesotho	Trinidad & Tobago
British Virgin Islands	Liberia	Turks and Caicos Islands
Canada	Malta	Uganda
Cayman Islands	Mauritius	United Kingdom
Dominica	Montserrat	United States of America
Falkland Islands	New Zealand	Zambia
Fiji	Nigeria	Zimbabwe
Gambia	Seychelles	

Ghana	Sierra Leone	
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### Policy Notes

This policy consolidates the measures included in, and replaces, the following archived policies of the College:

- Policy #1001 – Admissions Policy
- Policy #1002 – English Language Proficiency Requirements Policy

**ACCOMPANYING POLICIES:** This policy is a part of a suite of administrative oriented policies under the Student Policies category.