

Policy on Admissions

CATEGORY: Student – Administrative

ISSUE DATE: July 27, 2018

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REVIEW REQUIREMENTS: Every two (2) years

APPROVED BY: President

Policy Purpose & Summary

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

For purposes of this Policy, a “Program” is defined as a series of courses comprising a total of 40 or more instructional hours. An “Applicant” is defined as a person seeking entrance to a Program at the College.

Scope

This policy applies to all Applicants.

Policy

1. ADMISSION TO THE COLLEGE

- 1.1. Students accepted into a Program at the College should be afforded every chance of academic success; the entrance requirements in the subsequent sections of this policy support this principle.
- 1.2. The minimum admission requirements set out in this policy are final and binding on all the applicants. Applicants who do not meet these requirements cannot be admitted as students to the College.
- 1.3. 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.
- 1.4 General Admission Requirements
All Applicants must satisfy the following criteria:
 - 1.4.1 Has obtained a high school diploma or Adult Graduation Diploma; **AND**
 - 1.4.2 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; or
 - 1.4.3 Has not reached the age of nineteen (19) years on or before the start of the Program to which he or she applied but has obtained parental or guardian consent.
- 1.5 Applicants must meet the English Language Proficiency requirements as set out in Section 2.
- 1.6 Residency Status Requirements
 - 1.6.1. To qualify as a Domestic student, an Applicant must produce valid documentation confirming their legal status as a Canadian Citizen or Permanent Resident. The following documents are accepted as proof of legal status:-
 - 1.6.1.1. Canadian Passport;

- 1.6.1.2. Certificate of Canadian Citizenship;
- 1.6.1.3. Confirmation of Permanent Residence; or
- 1.6.1.4. Other legal documentation issued by Immigration Refugees and Citizenship Canada.

1.6.2 To qualify as an International Student, an Applicant must produce a valid Study Permit or other approval documents as well as a valid passport from the International Student's country of citizenship before they can be admitted to their Program of study. International Student Applicants applying to a Program that does not require a study permit must provide valid proof of current status in Canada such as:

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

1.7 Application Completion and Other Requirements

- 1.7.1 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 on 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. Should the student fail to meet the admission 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 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 licencing or certification body/association. This may include academic or non-academic criteria, such as:
 - 1.7.4.1 Designated Course (s) with specific achievement levels (refer to applicable Program overviews);
 - 1.7.4.2 Essay, employer references, interviews, and/or a resume;
 - 1.7.4.3 Aptitude Testing;
 - 1.7.4.4 Criminal/Vulnerable sector/Health checks and other 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's English Language Proficiency Requirements in any one of the following ways:
 - 2.3.1 Achieve a grade of **70%** or better on a Canadian provincial or territorial English 12 or English Literature 12 or equivalent examination ; or
 - 2.3.2 Complete two or more consecutive years of full-time post-secondary education in English within Canada immediately prior to attending the College; or
 - 2.3.3 Complete two or more consecutive years of full-time post-secondary education in English immediately prior to attending the College, in a country other than Canada appearing on the list in Section 2.6; or
 - 2.3.4 Achieve the competency standard indicated by one of the Tests 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 (CELP/IP). Academic Level of 4L and a 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.

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

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.

Approved by:

Colin Fortes
 Colin Fortes (Aug 20, 2020 15:07 PDT)
 President

Aug 20, 2020
 Date






Policy on Admissions

Final Audit Report

2020-08-20

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