

# 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

The *Policy on Admissions* outlines the requirements and processes for admission to a Program at Ashton College.

## Scope

This policy applies to all Applicants, all individuals employed by the College, and all individuals acting as representatives or holding a titular position in the College.

## Policy

### 1. ADMISSION TO THE COLLEGE

- 1.1. The College is committed to following a transparent and published process that is based on fair and equitable admission requirements, and affords students every chance of academic success.
- 1.2. The minimum admission requirements set out in this policy are final and binding.
- 1.3. The College is responsible for the final selection of all Applicants and reserves the right to accept only the Applicants who have met all the Program and general entrance requirements, and who are best suited for the particular Program.
- 1.4. Programs may have specific or additional requirements; therefore, students are responsible for ensuring they have a full understanding of these requirements prior to applying to the College Program.

### 2. GENERAL ADMISSION REQUIREMENTS

- 2.1. All Applicants, unless seeking Mature Student status, must provide proof and satisfy the following criteria:
  - 2.1.1 Successful completion of a high school diploma or Adult Graduation Diploma; **AND**
  - 2.1.2 Are or will reach the age of nineteen (19) years on or before the start of the Program; or
  - 2.1.3 If less than nineteen (19) years of age on or before the start of the desired Program, have parental or guardian consent.
- 2.2. To qualify as a *Mature Student*, an Applicant must satisfy the following criteria:
  - 2.2.1 Be 21 years of age or older; **AND**
  - 2.2.2 Have not completed a high school diploma or an Adult Graduation Diploma; or
  - 2.2.3 Have not attended high school for at least four (4) years; and/or
  - 2.2.4 Have not received recognition for prior post-secondary education and training.
- 2.3. Applicants who qualify as Mature Students may be admitted to a Program at the discretion of the Registrar. In lieu of graduation documentation, the Registrar may require Applicants to provide any or all of the following:

- 2.3.1 Transcripts of completed education (secondary school or coursework at other post-secondary institutions);
  - 2.3.2 Professional reference(s) from current or former employer(s);
  - 2.3.3 Statement of intent clearly outlining the Applicant's career goals and reasons for believing they will succeed in the desired Program;
  - 2.3.4 Personal profile; and/or
  - 2.3.5 Other forms of documentation that would aid in an Applicant's candidacy.
- 2.4. Mature Students must meet all program-specific and non-academic requirements and, if deemed necessary, may be required to complete a pre-admission placement examination to determine academic readiness.

### 3. RESIDENCY STATUS REQUIREMENTS

- 3.1. To qualify as a *Domestic Student*, an Applicant must confirm their legal status as a Canadian Citizen or Permanent Resident. The following documentation is accepted as valid proof of legal status:
- 3.1.1 Canadian Passport;
  - 3.1.2 Certificate of Canadian Citizenship;
  - 3.1.3 Confirmation of Permanent Residence; or
  - 3.1.4 Other legal documentation issued by Immigration Refugees and Citizenship Canada.
- 3.2. To qualify as an *International Student*, an Applicant must provide the following documentation before being admitted to a Program:
- 3.2.1 A valid passport from the International Student's country of citizenship; and
  - 3.2.2 A valid Study Permit.
- 3.3. International Student Applicants who are applying to a Program not requiring a study permit must provide proof of their current status in Canada. Valid documentation includes:
- 3.3.1 An Immigration Stamp on Passport or other valid travel documents;
  - 3.3.2 A Valid Visa authorizing entry into Canada; or
  - 3.3.3 Current Work Permit.

### 4. APPLICATION COMPLETION and OTHER REQUIREMENTS

- 4.1. Certain Programs have additional requirements which are based on a licensing or certification body/association. To provide the best opportunity for student success, the entrance requirements for these Programs may include academic or non-academic criteria, such as:
- 4.1.1 Designated Course(s) with specific achievement levels (refer to applicable Program overviews);
  - 4.1.2 An essay, employer references, interviews, and/or a resume;
  - 4.1.3 Aptitude Testing;
  - 4.1.4 Criminal/Vulnerable sector/Health checks and other prerequisites.
- 4.2. Applicants must pay the non-refundable application fee when applying for a Program.
- 4.3. To be admitted to the College, the student must meet all the admission requirements.
- 4.4. The College must receive all the requested and required documentation before a student will be permitted to start classes. Students who do not meet the admission requirements or who fail to provide the required documentation prior to the Course start date:
- 4.4.1 Will have their application automatically cancelled; and
  - 4.4.2 Will be required to re-apply for admission.
- 4.5. Applicants must pay the non-refundable application fee when applying for a Program before the application process can commence.
- 4.6. 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.

- 4.6.1 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 start date, his or her application will automatically be cancelled and they will be required to re-apply for admission.

## 5. ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

- 5.1. All academic activities conducted at the College are in English; therefore, it is essential that all enrolled students possess strong writing, speaking, listening, and reading skills.
- 5.2. Applicants must meet the College's English Language Proficiency Requirements in **ONE** of the following ways:
- 5.2.1 Achieving a grade of **70%** or higher in Canadian provincial / territorial English 12 or English Literature 12, or an equivalent examination; or
- 5.2.2 Immediately prior to applying to the College, completing two or more consecutive years of full-time post-secondary education in English within Canada or a country listed in Section 5.5; or
- 5.2.3 Achieving the competency standard of one of the Tests of English Language Proficiency in the chart in Section 5.4.
- 5.3. Scores for standardized English language tests are only valid for a 24-month period from the date of testing.
- 5.4. **Acceptable English Language Proficiency Tests and Scores:**

Cambridge English Advanced (CAE)	A minimum score of 58 or C
The Canadian Academic English Language Assessment (CAEL).	A minimum score of 60
Canadian English Language Proficiency Index Program (CELPPIP)	Academic Level of 4L and a CELPIP-General Level 7 in all components
Canadian Language Benchmarks (CLB)	A minimum score of 7
International English Language Testing (IELTS)	Academic level with a minimum overall score of 6.0
International Test of English Proficiency (iTEP)	Academic Level 3
Michigan Test of English Language Proficiency (MELAB)	A minimum score of 76
Test of English as a Foreign Language (TOEFL)	Internet-based test: Academic Level with a minimum score of 79-80 (19-20 on each band); or Paper-based test: 550 score; 23 on each for Reading, Writing, and Listening
Duolingo	110 (Temporary until June 30, 2022)

## 5.5. Two-years of completed post-secondary study in English is accepted from the following 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.