

# Policy on Admissions

**CATEGORY:** Student – Administrative

**ISSUE DATE:** July 27, 2018

**LAST REVISION DATE:** February 3, 2026

**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 Career Program ("Program") at Ashton College.

## Scope

This policy applies to all Applicants, all individuals employed by the College, and all individuals acting as representatives of 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 College is responsible for the final selection of all Applicants and reserves the right to accept only the Applicants who have met all the general admission and Program requirements, and who are best suited for the Program.
- 1.3. 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 Program.

### 2. GENERAL ADMISSION REQUIREMENTS

- 2.1. All Applicants, unless qualifying as a Mature Student, must provide proof of the following criteria:
  - 2.1.1 Completion of at least a B.C. Secondary School Diploma or equivalent.
- 2.2. A *Mature Student*, is any student who satisfies the following criteria: -
  - 2.2.1 Has not completed a Secondary School Diploma or equivalent;
  - 2.2.2 Has attained the age of nineteen (19) years at the start of the Program;
  - 2.2.3 Provides at least one written reference from a person unrelated to the Applicant;
  - 2.2.4 Provides a statement of intent clearly outlining the Applicant's career goals and reasons for believing why they will succeed in the Program; AND
  - 2.2.5 A personal profile not exceeding 250 typewritten words.

### 3. RESIDENCY STATUS REQUIREMENTS

- 3.1. Domestic Students must confirm their legal status as a Canadian Citizen or Permanent Resident. The following documentation is acceptable 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 Any other legal documentation issued by Immigration, Refugees and Citizenship Canada.
- 3.2. International Students must provide the following documentation: -

- 3.2.1 A valid passport from the International Student's country of citizenship; and
- 3.2.2 A valid Work Permit, if required for practicum purposes.

#### 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 outlines);
  - 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. 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:
  - 4.2.1 Will have their application automatically cancelled; and
  - 4.2.2 Will be required to re-apply for admission.
- 4.3. Applicants must pay the non-refundable application fee when applying for a Program before the application process can commence.
- 4.4. It is the responsibility of Applicants to ensure that they have reviewed the academic requirements of their Program on the College website prior to applying and paying the non-refundable application fee.

#### 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 Completion of 3 years of full-time secondary education (Grades 8-12), or 2 years if the Grades are 10, 11, or 12, have been successfully completed in the program's language of instruction in a country where the language of instruction is one of the principal languages.; or
  - 5.2.2 Completion of 2 years of full-time post-secondary education at an accredited institution where English is the language of instruction; or
  - 5.2.3 Achieve the competency standard of a Test of English Language Proficiency as set out in Section 5.4 below.
- 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)	CAE Score 169-175
The Canadian Academic English Language Assessment (CAEL).	A minimum overall score of 55
Canadian English Language Proficiency Index Program (CELPIP)	Listening 7, Speaking 7, Reading 7 and Writing 7
Duolingo	105-115
International English Language Testing (IELTS) Academic	Academic level with a minimum overall score of 6.0
Test of English as a Foreign Language (TOEFL)	Internet-based test: Academic Level with a minimum overall score of 60-78 (17-20 on each band)

5.5. English is presumed to be the language of instruction in the following countries: -

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

5.6. For countries not listed in Section 5.5, submit proof of instruction in English.

#### 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.