

## Policies – Admission Policy

<u>Guildford College</u>		<u>04470</u>
<b>Name of Institution</b>		<b>Institution Number</b>
<u>Admission Policy</u>	<u>January 1<sup>st</sup>, 2020</u>	<u>January 1<sup>st</sup>, 2020</u>
<b>Name of Policy</b>	<b>Effective Date</b>	<b>Revision Date</b>

The purpose of the Guildford College Admission Policy is to set out the criteria that an applicant must satisfy in order to be considered for admission at Guildford College. This policy ensures that qualified applicants have required prior skills and knowledge without any discrimination.

This admission policy is an overall criterion for admission at the Guildford College. For specific program admission requirements, if any, students are referred to relevant Program Outline.

### General Admission Requirements

1. All applicants must be high school graduates or 19 years or older at the start of the applicant's program or course.
2. Canadian citizens or permanent residents (landed immigrants) with valid documentation are eligible for admission as domestic students.
3. International students must meet the requirements for international students studying in Canada as laid down by *Immigration, Refugee and Citizenship Canada*. It may be noted that different fees apply for International Students.
4. All applicants must demonstrate an acceptable level of English language skills. Domestic students must show proof of High School Graduation. International students will need to show proof of minimum score of an overall 5.5 band in the International English Language Testing System (IELTS) or equivalent or
5. If a student does not have proof of minimum 5.5 score in IELTS, upon arrival in Canada, the international student must complete a Guildford College English Placement Test with at least 60 percent marks.



## **Additional Admission Requirements**

Certain program(s) or course(s) may have additional entrance requirements necessary to ensure the best opportunity for success in the applicant's chosen area of study. Those requirements will be mentioned in Program Outline of relevant program.

### **Procedure:**

1. Guildford College's receptionist refers all inquiries to the Senior Educational Administrator (SEA).
2. The SEA meets with the prospective student to discuss the program of interest. If the student is undecided about a program of study, the SEA gives the prospective student information about a number of programs so that the student can make a decision.
3. Once the student has decided on a program of study, the SEA reviews the admission criteria for the program with the student to ensure that he/she meets all of the criteria.
4. The SEA obtains copies of documents from the student to confirm that he/she meets all of the program's admission criteria and will place the evidence in the student file. School or applicant cannot waive the admission requirement and criteria.
5. SEA will prepare a Student Enrolment Contract and provide access to policies for student's review and to review the contract as well.
6. The SEA will discuss student's educational goals and commitment to complete the program of study. Financial arrangements for payment of tuition and other fees are also discussed.
7. If the SEA and the prospective student agree on a financial arrangement, they sign the contract and the school administration provide a copy of the signed contract, along with a copy of all student policies to the student.