

## Admission Policy

Guildford College		ID-04470
<b>Name of Institution</b>		<b>Institution Number</b>
Admission Policy	Jan. 1 <sup>st</sup> , 2020	Jan. 30, 2025
<b>Name of Policy</b>	<b>Implementation Date</b>	<b>Review Date</b>
		October 1 <sup>st</sup> , 2025
		<b>Revision Date</b>

### Purpose

The purpose of the Guildford College Admission Policy is to set out the criteria that an applicant must satisfy 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. International students who hold a Post-Graduate Work Permit (PGWP) are eligible to study any program that is 6 months or less as long as their PGWP is valid.
5. All applicants must demonstrate their level of English Language proficiency as shown below:

Language proficiency requirements (LPR) are a part of a program's admission requirements which ensure that all students have a reasonable level of language proficiency to make it likely that they will successfully complete the program.

Language requirements should be at a sufficient level for the student to understand and discuss, in speech and in writing, the level and complexity of the educational materials. All applicants, regardless of their citizenship status or country of origin, must demonstrate an appropriate level of language proficiency.

**Institutions are not permitted to use in-house (self-developed) language assessments.** Unless otherwise approved by the registrar, institutions are expected to utilize standardized language tests that are well established and broadly accepted across the sector (both public and private BC post-secondary institutions).

Prior to acceptance applicants must meet at least one of the following language proficiency requirements:

- Completion of grades 9-11, including English 11 with a grade of 'C' or higher from a country where English is one of the principal languages, or
- Completion of 2 years of full-time post-secondary education at an accredited institution where English is the language of instruction, or
- Provide verified results for one of the English language proficiency tests listed below. Test results must be dated **no more than two years** before the start date of the program.



The Private Training Institutions Regulatory Unit (PTIRU) considers the following standardized English language test/assessment scores to be at a level equivalent to IELTS 5.5 (academic).

PTIRU recognizes that there may be other comparable standardized tests/assessments than those listed below. This chart is not exhaustive and is intended to provide examples of common test scores for easy reference. The Registrar may consider proposals for testing alternatives on a case-by-case basis as part of the program review process.

**Institutions are not permitted to use language tests/assessments that they developed (in-house language assessments) as part of an LPR.**

	Name of English language assessment / test	Minimum score(s)/level(s)*
1.	International English Language Testing System (IELTS) Academic	Minimum overall score of <b>5.5</b>
2.	Test of English as a Foreign Language (TOEFL) IBT	Minimum overall score of <b>46</b>
3.	Canadian Academic English Language Assessment (CAEL)	Minimum overall score of <b>40</b>
4.	Canadian English Language Proficiency Index Program (CELP/IP)	Listening <b>6</b> , Speaking <b>6</b> , Reading <b>5</b> , and Writing <b>5</b> .
5.	<b>Duolingo</b> English Test (DET)	Minimum overall score of <b>95</b>
6.	<b>Pearson</b> Test of English (PTE) Academic	Minimum overall score of <b>43</b>
7.	Cambridge English Qualifications: B2 First exam (FCE) <i>Institutions may include other Cambridge Qualifications at a higher level (i.e., C2 Proficiency (CPE)).</i>	Minimum overall score of <b>160 or "C"</b>
8.	Cambridge <b>Linguaskill</b>	Minimum overall <b>B2 level</b>
9.	<b>LANGUAGECERT</b> Academic	Minimum overall <b>B2 level</b>
10.	The Michigan English Test (MET)	Minimum overall <b>B2 level</b>
11.	<b>ITEP</b> Academic	Minimum overall score of <b>3.5</b>
12.	<b>EIKEN</b>	Minimum placement of <b>Grade Pre-1</b>



Other test considerations:

Canadian Language Benchmark Placement Test (**CLB PT**):

The CLB PT may be used as part of an LPR in instances where the test is accepted by a third-party regulator or program funder. Accepted results:

Listening **7**, Speaking **7**, Reading **6** and Writing **6**.

### **Assessment of prior education where English is the language of instruction**

As an option for proof of English language proficiency, institutions may accept evidence that an applicant has successfully completed a specified minimum of full-time secondary or post-secondary education at an accredited institution where English is the language of instruction. Documentation demonstrating this evidence must be provided in English.

The PTIRU considers education completed (in English) in the following countries as counting toward an assessment of prior education in English.

American Samoa	Dominica	Lesotho	St. Kitts & 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 & Caicos Islands
Belize	Grenada	Nigeria	Uganda
Bermuda	Guam	Seychelles	United Kingdom
Botswana	Guyana	Sierra Leone	US Virgin Islands
British Virgin Islands	Ireland	Singapore	USA
Canada	Jamaica	South Africa	Zambia
Cayman Islands	Kenya	St. Helena	Zimbabwe



**Question:** Does the LPR apply to domestic students?

**Answer:** Yes. All applicants, regardless of their citizenship status or country of origin, must demonstrate an appropriate level of language proficiency.

### **Mature Students**

Institutions may also propose a specific assessment option for mature students who demonstrate proficiency in the program's language of instruction but face barriers or difficulties accessing educational records. A proposed LPR for mature students must include:

- clear and appropriate criteria for what the institution considers to be a mature student,
- procedures for assessing language proficiency that can be applied consistently to ensure fairness, and
- a description of how the assessment will be documented in a student's records.

A proposal may also include considerations of resumes, formal training, work experience, community service, and coursework which could include recognized adult upgrading language courses. The Registrar will consider these proposals on a case-by-case basis.

### **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 the criteria.
4. The SEA obtains copies of documents from the student to confirm that he/she meets all the program's admission criteria and will place the evidence in the student file. Scholl 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.

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