

ADMISSION POLICY (GC-POL-08)

Item	Detail
Policy No.	GC-POL-08
Effective Date (this revision)	September 29, 2026
Previous Version	September 9, 2026
Next Scheduled Review	September 29, 2027
Applies To	All students in all programs
Responsible Office	Office of the Registrar
Regulatory Basis	Private Training Regulation ss.18(2)(a), 18(5), 18.1(2), 57(c); PTIRU Policy Manual s.3.2.6 and Appendices 7-8; StudentAid BC Policy Manual s.2.3.1
Related Policies	GC-POL-09 Tuition and Fees; GC-POL-10 Refund; GC-POL-11 Financial Aid; GC-POL-03 Student Dismissal
Institution	Guildford College Inc. PTIRU Institution No. 04470

1. Program admission requirements

Each program's admission requirements, including its English language proficiency requirement, are those approved by PTIRU and published in the program outline, on the program's web page and in the Student Enrolment Contract, always in identical wording. Admission requirements are applied consistently to every applicant and cannot be waived by the applicant or the College. A change to a program's admission requirements is made only after PTIRU consent.

Program	Admission requirements approved by PTIRU
Health Unit Clerk; Health Unit Clerk - with Practicum; Bookkeeping & Payroll	April 1, 2026
Business Administration Diploma	February 26, 2026

2. Language proficiency

- Every applicant, regardless of citizenship or country of origin, meets the program's language proficiency requirement through one of the approved options: qualifying

secondary education, two years of full-time post-secondary education in English, or an approved standardized test at the listed minimum score.

- Two years of full-time post-secondary study means two full years of study shown on the transcript; a letter describing a “two-year program” is not enough if the transcript shows less.
- The College never uses an in-house language assessment.

3. Applicants under 19

Applicants who are under nineteen (19) years of age on the program start date must have completed Grade 12 (high school graduation), and a parent or legal guardian must also sign the Student Enrolment Contract.

4. International students and distance education

- An “international student” is anyone who is not a Canadian citizen or permanent resident, including study-permit, work-permit and visitor-record holders, refugee claimants and protected persons. International students pay the international fee schedule in the Tuition and Fees Policy (GC-POL-09).
- The College does not enrol a student who holds a study permit in a program, or delivery option, in which 50% or more of the hours of instruction (excluding work experience) are delivered by distance education (Private Training Regulation s.18.1(2)). Study-permit holders are enrolled in the In-Class option.
- Students who are not on a study permit (for example, work-permit holders) may enrol in any approved delivery method. The College records each student’s written authorization to study in Canada. The College does not give immigration advice; students are referred to IRCC or to a licensed immigration consultant or lawyer.

5. Re-application after dismissal

A former student dismissed under the Student Dismissal Policy (GC-POL-03) may re-apply after one full year from the effective date of dismissal. The re-application is assessed against the program’s admission requirements like any other; the College may decline it where the applicant’s prior academic record at the College shows they are not prepared for the program. Decisions are made on the individual record, consistently and without discrimination.

6. Process and records

- The Senior Educational Administrator, or a delegate, reviews each application against the program’s requirements.
- The College does not enrol an applicant who does not meet the admission requirements, and keeps evidence in the student record that each requirement (including language proficiency) was met.

- Admission procedures (not admission requirements): a copy of the applicant's highest academic achievement transcript; and a Social Insurance Number, if the applicant has one, collected only for T2202 tuition tax certificates. A Social Insurance Number is not a condition of admission.
- Before accepting any tuition or related fee, including the application fee, the College provides the Refund Policy (GC-POL-10).

Approved by: Firas Haddad, President & Senior Educational Administrator, Guildford College Inc. · Approved and effective September 29, 2026.

All Guildford College student policies are published at <https://guildfordcollege.com/policies/>.