

## ADMISSION POLICY

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### Revision Dates

- April 01, 2020 – Updated policy format
- April 01, 2022 - Internal Audit Review

### Policy Information & Responsibilities

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<b>Policy No:</b>	G-01
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<b>Approved by:</b>	Vice President ON
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<b>Approval Date:</b>	March 01, 2018
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<b>Amendment Date:</b>	March 01, 2020
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<b>Executive Responsible:</b>	Student Services (SS) Director
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<b>Administrator Responsible:</b>	SS Manager and Registration Manager
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<b>Date of Last Review:</b>	April 01, 2022
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<b>Next Review:</b>	March, 2023
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# ADMISSION POLICY

## 1. Policy

Hanson College, hereinafter called 'Hanson', is committed to enrolling students who meet all of our program admission criteria and who are likely to succeed in meeting their education and career goals. Students wishing to enroll in Cambrian College programs at Hanson must meet the admission requirements of that program as published in the Hanson website

It is the primary responsibility of the Student Services Department to ensure that all students enrolled in a program have 1) met the admission requirements for that program, 2) possess up-to-date study permits, and 3) have paid their full tuition fees prior to the final registration date.

## 2. Procedures

- 2.1. Student Recruitment Specialist meets with the prospective student to explain the available program options and assists them in selecting a program of interest.
- 2.2. The Admissions Manager reviews the admission criteria for the program of interest with the prospective student.
- 2.3. Students submit evidence of possessing requirements (e.g. transcript, study permit, etc.) to verify that he/she has met all of the program's admission criteria. The documents will be placed in the student's file.
- 2.4. ***The admission criteria cannot be waived by either the school or the applicant.***

## 3. Application Documents and Admissions

- 3.1. There will be an application fee charged to the student.
- 3.2. The application documents must include:
  - A valid study permit; with a recommended minimum of two (2) months before the expiration date;
  - Secondary school transcripts (translated to English when necessary) showing that the student has passed grade 12 English and grade 11 or 12 mathematics;
  - A secondary school diploma;
  - For ***Post-Graduate Certificate Admission Requirements***: graduate of a recognized two- or three-year post-secondary program (passing grades 50% and above).
  - Passport copy of photo page, signature page, and visa page;
  - Evidence of English language proficiency (see 3.3)

### **3.3. Evidence of English language proficiency**

- 3.3.1.** The English Proficiency Test may be administered before or after the issuing of the Letter of Admission (LOA) at the discretion of the college.
- 3.3.2.** For exemptions applicable to the English Proficiency Test, please refer to Hanson's *Language Proficiency Policy*.
- 3.3.3. Students who do not have a valid study permit (ex. Visitors, Workers, Working Visa):** A placement test will be administered to students who do not have a valid study permit and who do not meet any English language proficiency exemptions prior to admission. Depending on their score on the placement test, students will either be administered the English Proficiency Test or will have to take the EAP program to enter into a Hanson college program.
- 3.3.4. Students with a valid study permit** and who do not meet any language proficiency exemptions must take the English Proficiency Test prior to registration or at the time of admission if they do not want to have conditions stated on the LOA.

- 3.4.** If all application criteria are met, an LOA will be issued to the student once the application package has been verified.

## **4. Registration**

- 4.1.** A Student Services Officer will prepare a Student Enrolment Contract and the International Student Consent Form (for ISP) and meet with the prospective student to review the contract and will make available the following policies (accessible for review on the Hanson website) that may affect the student during his/her completion of the program of study:
  - a) Admission Policy
  - b) Language Proficiency Policy
  - c) Code of Conduct and Student Complaint Policy
  - d) Student Misconduct and Procedures Guide
  - e) Tuition Refund Policy
  - f) Statement of Student Rights and Responsibilities
  - g) Field or Co-op Placement Policy (if applicable)
- 4.2.** After understanding their rights and responsibilities, the prospective student will sign the Student Enrolment Contract and the International Student Consent Form. A college representative will co-sign the Student Enrolment Contract.
- 4.3.** The Student Enrolment Contract and International Student Consent Form will be stored in the student file.
- 4.4.** Students must be provided with a copy of their student contract.

- 4.5. The student will pay the tuition fees for the semester (tuition fees vary according to the program of study). Receipt of payment will be stored in the student's file.
- 4.6. In cooperation with the Academic Department, Student Services will create a registration form of the student outlining the course of study for the semester.
- 4.7. The student and an institution representative will both sign the registration form.
- 4.8. Should a student wish to enroll in more than the prescribed number of courses for their semester of study, then additional fees will apply.
- 4.9. **Transfer Credits**
  - 4.9.1. After receiving a Letter of Admission, a student can apply to have courses from other institutions be recognized as equivalent to courses offered at Hanson. Transfer Credit review may take up to two (2) months. ***\*For timelines and further details regarding transferring credits, please refer to Hanson's 'Transfer Credit and Advanced Standing Policy'\****
  - 4.9.2. There are no discounts to tuition fees given to students who are approved transfer credits.

## 5. Requesting Program or Campus Transfer

- 5.1. Students requesting a program or campus transfer must complete and submit the Request for Program/Campus Transfer form to the Director, Student Services.
- 5.2. **Campus Transfer:** a new LOA will be issued when a campus location transfer has been approved.
  - 5.2.1. The student must complete the rest of their program of study in that campus, or otherwise submit another Request for Program/Campus Transfer form to transfer campuses a subsequent time.

## 6. Admission Review

- 6.1. Applicants who are denied admission into a college program may ask that their file be reviewed by the college. The student must submit the request in writing to the college stating the reason for the review.

## 7. Cancellations of Courses and/or Programs

Although it is fully intended to adhere to the programs of study and policies as announced in the academic calendar, the college reserves the right to make, without prior notice, whatever changes are deemed necessary.