WESTERN COMMUNITY COLLEGE

AD101-D Admissions Policy

AD101-D	Admissions	Admission
Handbooks	Student	
Programs	Diploma	
	Effective Date	April 2020
	Reviewed	November 2023
	Accountability	Registrar
Documents/Forms		

Policy Statement

Western Community College (the College) provides "offers of admission" based on student eligibility. The purpose of this policy is to set out the criteria which an applicant must satisfy to be considered for admission to certificate and diploma programs at the College.

Applicants must submit a completed application package including all required official documentation and supporting papers. The Admissions Counsellor will receive these documents which will be forwarded to the Registrar's Office for review. It is suggested that documentation be submitted well in advance of the start of the program.

Each program will consider the knowledge, skills, values and attributes conducive to student success in the program to set the admission requirements. For regulated programs, the admission requirements provided by the regulatory body will be adopted.

The College is committed to enrolling students who meet all the program admission requirements.

Scope

This policy applies to all the diploma and certificate programs offered by Western Community College.

Policy Details

Each program has its own admission requirements, which are listed in the Program Outlines as well as on the website.

- The Admissions policy supports and sustains the principle that entrance requirements should ensure that students accepted into a program or course are afforded every chance of academic success.
- The Admissions policy ensures that qualified applicants have equality of access to programs or courses regardless of race, colour, ancestry, place of

origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age (BC Human Rights Code).

- The Admissions policy recognizes and provides an opportunity for advanced placement within a program based upon transfer credits and/or prior learning experience (PLAR) if it is applicable to the specific program at the College.
- The Admissions policy complies with the requirements of PTIRU that if an applicant fails to meet the minimum admission requirements, those requirements cannot be waived by either Western Community College or the applicant.
- The admission requirements for each program also include Language Proficiency Requirements (LPR).

Applicant Types

- Domestic applicants are those who are either:
  - Canadian citizens.
  - Permanent residents of Canada who hold a Permanent Resident Card.
- International applicants are those who are citizens of any country except Canada and who do not hold permanent resident status in Canada. Exceptions include students whose status is one of the following:
  - Ministerial permit claiming refugee status.
  - Diplomatic visa or dependent of a person on a diplomatic visa.
  - Restricted employment authorization or dependent of a person on a restricted employment authorization.

A mature student is defined as an applicant who:

- Is **19 years of age or older** at the time of registration, and
- Has **not graduated from high school** or does **not meet the regular academic admission requirements** of the program.
- Applicants with a GED or equivalent may be assessed under this policy at the discretion of the Admissions Office

(Mature Student Admission Policy AD120)

Admission Requirements and Conditions

- Applications with official documents and transcripts must be received prior to the application deadline for each cohort/term. If applications are received after the application deadline, applications may be processed for the subsequent term/cohort.

- Applicants who receive an offer of admission must submit a registration deposit. Registration deposits should be paid within two weeks of the offer of admission being issued or prior to last date of registration for that cohort/term, whichever comes first.
- The College may specify admissions with conditions as per policy.
- If the applicant's file is incomplete by the application deadline and without any indication of extenuating circumstances, the application may be declined, and any offers of admission withdrawn.
- All documents submitted become the property of the College and will not be returned unless at the time of submission, the applicant/student is able to demonstrate that they are irreplaceable.
- No student may register for courses unless they have been accepted in the program.

Selection Criteria

Each program shall maintain a description of the selection criteria applicable to applicants who wish to enroll in that program. This selection criteria includes:
- Application deadline
- Language Proficiency Requirements (LPR)
- Admission requirements
- Class size, where applicable
- Number of intakes per year
- Documentation required for admission
- Methods of evaluating eligibility
- Any additional notes not covered above.

Admission Procedures

Admissions to programs at the College require that applicants follow an application procedure that ensures that they meet all program admission requirements.

1. Program Advising Interview

   The Admissions counsellor interviews the prospective student to explore the applicants' interests as they relate to the programs offered, assist applicants to identify an appropriate area of study consistent with their stated interests and educational goals. The interview may be conducted in person via phone or other digital application.

When the applicant decides on a program of study the Admissions Counsellor will:

- Ensure that the applicant has all of the appropriate program information.
- Describe the student support services available at the College.
- Answer any additional inquiries with respect to the program, curriculum, and program delivery.
- Provide program admission criteria, assist the applicant in determining if they meet the requirements, and if they do, provide the applicant with a list of required program admissions documents.
- Provide the applicant with information on program tuition, ancillary costs and refund policies, review the content and terms and conditions of the Enrolment Contract and policy handbook which indicates the *Tuition Refund, Attendance, Work Experience, Dismissal, Withdrawal, Grade Appeal, and Dispute Resolution* policies.

2. Submission of Documents
   Once the student is eligible and willing to get admission into a program, the student will submit the required documents as per the admission requirement of that program. The student will also need to provide proof of language proficiency as per the admission requirement of that particular program.

3. Review of Application
   The Admissions Counsellor will review the application and complete the application checklist. The Admissions Counsellor will notify the applicant if there are any documents missing and/or if there are any further questions with respect to the information provided. Notes are placed in the applicant's file.

4. Enrolment Contract
   When it has been determined that the applicant meets the diploma program admission requirements, the applicant will complete the application documents and submit this to the Admissions Counsellor:

   - An admission application and signed Enrolment Contract.
     If the applicant is not of the age of majority, this must be completed and signed by a parent or guardian.
   - Original supporting documentation.
   - A non-refundable application fee.
   - Written agreement that the applicant has read the program outline and understood the admission and program requirements.

5. Review and acknowledgement of student handbook
   The applicant will also be provided the Student Handbook, emphasizing the following policies:

a. Tuition Refund Policy
b. Attendance Policy
c. Work Experience Policy
d. Dismissal Policy
e. Grade Appeal Policy
f. Respect and Fair Treatment Policy
g. Dispute Resolution Policy

The applicant will have an opportunity to ask any questions related to the student handbook or any policies and will also sign an acknowledgement that the applicant has read and understands all the policies and procedures.

6. Payment of Fee:
The applicant will be reminded that tuition and program specific fees (if any) and all required documentation must be received and approved before the first day of instruction, otherwise the student will not be allowed to start.

7. When the applicant's file is complete and verified by the Admissions Counsellor, and the non-refundable application fee has been received, the file is sent to the Registrar's Office.

8. The Registrar's Office will verify that all program admission requirements have been met, all documents have been submitted and verified. The requests for course credits or equivalencies are submitted and assessed in consultation with the Dean of Programs. The Registrar's Office will then issue a 'Letter of Acceptance' (LOA).

9. If the application file is incomplete, the Registrar's Office will determine if the application should be returned to the Admissions Counsellor for follow up.

10. The applicant will be notified within two weeks of submission of their application of the status of their application.

11. Upon approval, the applicant will receive a notification of acceptance and a deadline to pay the fee. International students are issued a Letter of Acceptance along with instructions to review the College Academic Calendar.

12. The applicant will confirm in writing that they have read, had an opportunity to ask questions, and understood the policies and procedures as described in the Academic Calendar.

13. The students will be notified candidates of their acceptance or refusal.

14. International students who have been offered admission and have paid the registration deposit, must submit a copy of their approved student visa by the deadline for each term in order to confirm their program. Spaces in programs will be reserved until the programs are full.

15. All new students should arrive on time to attend a new student orientation. They should allow themselves sufficient time before the start of the term to secure accommodation, to purchase textbooks and other instructional resources.

General Admission Requirements

In general admission requirements are program specific. Most programs accept mature students with a minimum of high school diploma and language proficiency requirements. However, the admission requirements for each certificate and diploma program are different and can be viewed on the website and Program Outlines.

Applicants must furnish information necessary for the College record, disclosing all post-secondary institutions attended, and arranging for all official (or certified) transcripts to be sent to the Registrar's Office.

Applicants must provide a copy of their Permanent Resident Card (PRC)/citizenship proof/ID to prove their status in Canada with their application. Applicants who are Convention Refugees must provide proof of their status with their application.

International Applicants

In addition to what is described above, the following documents are required for international students:

- Original or official copies of all educational transcripts and credentialing documents. Documents must be in English. If the document has been translated, the original along with a certified translated copy must be submitted.
- Proof of English language proficiency as described in the College's Policy AD105: *English Language Proficiency Policy or as per individual program's admission requirements.*
- Photocopy of a current passport for proof of citizenship and date of birth
- A completed and signed 'Enrolment Contract'.
- A study permit.
  If a study permit is denied, the applicant will provide the College with a copy of the denial document.
- A co-op work permit (if the program has a co-op work experience component); and
- Evidence of healthcare coverage.

The student may not be permitted to start the program if all required program documents are not submitted before the start of the student's program.

The College may request additional documentation to support the review of an application including documentation provided by a recognized credential evaluation service agency.

Where required, credentials from any non-Canadian sources must be accompanied by an International Credit Evaluation Service (ICES) report, or World Education Services (WES) report or report from another recognized verification service such as Educational Credential Evaluators Inc.

Study Permit
To study at the College, international applicants studying in a program more than 6 months of duration will be required to obtain a 'Study Permit' prior to entering Canada. Obtaining a 'Study Permit' is the applicants' responsibility. Additional information can be found on the website of Citizenship and Immigration Canada, (www.cic.gc.ca)

If students need to extend their study permit, they will need to contact Canadian Immigration Centre at least two-months before the expiry date on the study permit.

When an international student on a study permit has been dismissed or is withdrawn from a program for which a study permit has been issued, the College will notify Citizenship and Immigration Canada using the Designated Learning Institutions Compliance Report (DLI).

If an international student's study permit has been denied, the College will refund any monies paid towards tuition.

Work Permit
An international student will need to obtain a work permit to participate in a diploma program with co-op work experience. This can be obtained before or after a student enters the country (www.cic.gc.ca/english/study/work-coop.asp)

Deferred Admission
Once an applicant has been admitted, they may defer their start date for a maximum of 3 terms/one year. If they do not start by that date, they must provide updated documentation to be re-considered for admission. If the admission requirements have changed during this period, the application will need to be approved by the Registrar in consultation with the Dean of Programs.

Failure to Start Program
If an accepted student does not start their studies, the College retains the admission documents for 1 year, after which they are destroyed. If an applicant renews their application after that date, the applicant must provide completely new documentation. If the admission requirements have

changed during this period, the application will need to be approved by the Registrar in consultation with the Dean of Programs.

Responsibility

International applicants are responsible for obtaining their student visas, study permits, work permits and are required to present copies on or before the first day of the term.

If required documentation is not provided, the College will withdraw the offer of admission and withdraw the student from their program.

Transfer Credit

On application, students may apply for course transfer credits or prior learning assessment recognition for courses completed at recognized post-secondary institutions. Credits may be granted by the Registrar's Office based on existing articulation agreements or on those found at www.bctransferguide.ca or maybe referred to the Dean of Programs, for review and approval as per the Credit Transfer policy of the college.

Further details of the number of credits, limitations and other information pertaining to transfer credits can be found in the policy on *Credit Transfer Policy* and *Prior Learning Assessment Recognition policy*.

Enrolment Process

Western Community College is responsible for the final selection of all applicants and reserves the right to accept only those applicants who, having met the minimum program entrance requirements, are best suited for success in the program or course. Where possible the College makes every effort to accommodate any special circumstances that the applicant may require.

The College will ensure that decisions are made based on objective evaluation.

The College reserves the right to cancel any program offering at any time due to low enrollments, regulatory requirements or any other circumstances. If this occurs all fees will be refunded. The admission criteria cannot be waived by either the College or the applicant.

Appealing Admission Decisions

Applicants denied admission or re-admission, and who can demonstrate extenuating circumstances (e.g., medical or compassionate circumstances, etc.), or provide information not

presented initially, may appeal to the Academic Council.The appeal must contain additional information explaining why the appeal should be considered.

The Registrar is responsible for reviewing any applications for which the applicant is requesting an appeal. The decision of the Academic Council will be final in this case.

Document Misrepresentation

All applicants and students are required to provide all requested documentation, in the form requested. Documents must not misrepresent their personal circumstance and academic history. By doing so' this may impact their eligibility for admission, program continuance or graduation.

If it is determined that an applicant submits any false statements or inaccurate, altered or forged documents in support of an admissions application or if documents or information are found to be fraudulent before or during the admissions process the application will be denied.

If documents or information are found to be false after the applicant has been admitted the student will be dismissed from their program and will not be permitted to reapply.

If it is determined that during the course of a program a student submits any false statements or inaccurate, altered or forged documents, the Registrar's Office will inform the Dean of Programs, who will investigate and determine if the student will be dismissed from the program.

Terminology

Application for Admission - Formal request by an applicant to attend the College and includes submission of required documentation.

Admission with Conditions - Formal letter issued by the Registrar's Office to applicants who have been accepted into a specific program of study for a specific term, and with specific conditions indicated which the student must meet.

Denial - Formal rejection of an application for admission issued by the Registrar's Office when an applicant does not meet the minimum admission requirements and who is not eligible under flexible admissions rules.

Letter of Acceptance (LOA) - Formal letter issued by the Registrar's Office to applicants who have been accepted into a specific program of study for a specific term with no conditions.

Deferred Admission - Offer of admission that, on request of the applicant, is deferred to a later start date.

Official Transcript - Official, original signed and sealed document sent directly to the Registrar's Office from the issuing high school or post-secondary institution outlining the applicant's educational experiences.

Academic Council Admissions Committee – An ad-hoc appeal body that reviews all requests for appeal from applicants who were denied.

Re-entry - Formal process by which a student returns to the College after a period of inactivity.

ICES (International Credential Evaluation Service) - A British Columbia-based service which provides a detailed report to compare an international credential to Canadian educational standards. See www.bcit.ca/ices.

WES (World Education Services) - An Ontario-based service which provides a detailed report to compare an international credential to Canadian educational standard