

Admission Policy

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Position(s) Responsible for Administering this Policy: Program Advisors, Registrars & Vice President of Admissions

Program admission requirements are designed to ensure that the students have the basic knowledge, skills and abilities to be successful in their education and career goals.

When a student enquires about a Stenberg College program, an appointment is scheduled with a Program Advisor. Before the meeting, students complete an application form providing basic personal data. During the meeting, the application form is reviewed and program admission requirements, employment opportunities, program interest, goals and objectives are discussed. Financial arrangements for payment of tuition and other fees are also reviewed. The Program Advisor assesses student suitability for the program and ensures that all criteria are in evidence. Depending on the program, there may be supplementary requirements (i.e. attendance at an information session, completion of an entrance essay or an entrance exam or a second selections interview). **The admission criteria cannot be waived by either the Institution or the applicant.**

Completed student applications are then reviewed and approved by a Senior Location Official (Vice President or designate) to confirm that all admissions criteria have been met. Once this has been confirmed, the Senior Location Official (Vice President or designate) signs the Letter of Acceptance. The Program Advisor then prepares a Student Enrolment Contract¹ and meets with the prospective student to review the institutional policies that will affect the student during his/her completion of the program of study and to review the contract.

Each program may also have specific forms / policies for students to review and sign off on as part of their admissions process (i.e. an online learning acknowledgement form for programs with an online learning component or a typing policy for programs with typing speed requirements).

¹Private Training Act Regulations September 1, 2016

3.2.6 Certified institutions are required to sign a written contract with each student they enroll, unless the program is employer provided (meaning all students enrolled are funded by a single employer or third party). This applies to approved programs **and** programs not requiring approval. The student enrolment contract must set out accurate information about the program. The institution must give the student a copy of the signed contract as soon as practicable, either at the time of signing, or by e-mail or registered mail.