



Operational Policies and Procedures

Division: Students	Topic: College Admission
Policy No. S007	Effective: August 2017
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1. Equal Opportunity

1.1 Academy Canada will provide equal enrollment opportunity without regard to race, color, religion, sex, national origin, age, disability or sexual orientation

1.2 Students will be admitted to the college on a first come, first served basis according to the date the application is received by the Admissions Office and on the condition that all entrance requirements for their program of choice are met.

2. Entrance Requirements

2.1 For a complete list of entrance requirements for each program, see Academy Canada's annual Academic Program Calendar.

2.2 Applicants must submit a high school transcript, Adult Basic Education Diploma, General Education Diploma, or meet the minimum requirements on a Canadian Adult Achievement Test on or before registration day. Applicants will be given 72 hours to audit classes, after which time if academic entrance requirements are not produced they will not be permitted to return to class.

2.3 Students are permitted to audit classes for the first 21 days while awaiting submission of entrance requirements (all documentation other than a high school transcript). The student will work with the Admissions Office to ensure that all documentation is submitted. If after 21 days the student does not submit the necessary documentation they will not be permitted to return to class until such time as all documentation is submitted.

2.4 A student's contract of study will not be signed until such time as all entrance requirements have been met and documentation submitted.

3. Applicants

3.1 **High School Graduate** Students who possess a high school, Adult Basic Education or General Education Diploma are eligible to apply to Academy Canada as a high school graduate. Documentation must be submitted on or before the first day of classes.

3.2 Modified High School Diploma High school students who have completed modified high school courses (the 5th digit of a course number will be a 6 or the letter M on NL High School transcripts) and/or who have completed alternate courses (the 5th digit of a course number will be a 7 on NL High School transcripts) will require further assessment under “Special Admissions” (section 3.8) before eligibility is determined. The term “modified” represents a form of support that involves adding, deleting or altering learning outcomes to meet the learning needs of a student. The completion of a modified program or course may prevent the applicant from being accepted into a college program.

3.3 Mature Student Students who do not possess a high school Diploma but are 19 years of age or older can apply to Academy Canada as a mature student. Students must submit their most recent marks and complete a Canadian Adult Achievement Test prior to admission. In most circumstances the CAAT Test Level C is administered. Minimum scores must be equivalent to a High School level. If the applicant is unsuccessful in the CAAT test, the application will be reviewed to determine eligibility.

3.4 International Students International student applicants must submit original or certified true copies of transcripts from other countries directly to Academy Canada’s Admissions office. The Admissions office will determine if the level of achievement is equivalent to Newfoundland.

3.5 Home Schooling

3.5.1 Potential students who apply to Academy Canada from home school learning will be treated fairly and justly as students who apply from any other learning environment.

3.5.2 Admissions Officers will attempt to determine whether the student has completed any standardized testing supervised by an independent educator six months prior to the application.

3.5.3 If there has been standardized testing, Admissions Officers will determine whether the results indicate that the student is capable of completing the work necessary in the program for which he/she has applied.

3.5.4 If there has been no standardized testing, or the Admissions Officers determine that the student may not meet the entrance requirements from the results of the standardized testing, Academy Canada reserves the right to administer a standardized test to determine whether the student meets the entrance requirements of the particular program for which the student has applied.

3.5.5 If there are still concerns, Admissions Officers can refer the student in question to a panel consisting of the Admissions Officer; the Registrar; the Principal, the Vice Principal and the Curriculum Manager.

3.6 Apprenticeship Trades Programs Mature students are eligible for admission into apprenticeship training programs. Students must be 19 years of age or older, complete an application form, provide a copy of most recent marks and complete a Canadian Adult Achievement Test. Applicants with **less than 8** formal years education will write a CAAT Level B and applicants with 8 years or more formal education will write a CAAT Level C. Stanine requirements are defined by Academy Canada and can be used in combination with one or more of the following criteria.

- (a) Interview by appropriate Trade Instructor with supporting documentation
- (b) Assessment by admissions representative, in consultation with campus administrator, of past work experience and/or post-secondary educational history with supporting documentation

- (c) Letters of recommendation from High School Official(s) detailing modifications required and/or documented learning disability

3.6.1 Students who are currently registered as apprentices with Industrial Training are eligible for admission into apprenticeship training programs. Students must provide a copy of their Apprenticeship Registration Number.

3.6.2 Any student accepted who previously studied under a modified program and/or have a documented learning disability is required to sign a probationary acceptance agreement. This agreement allows Academy Canada to closely monitor the academic progress of the student and address his/her individual needs.

3.6.3 Principals are required to complete the Program Acceptance Criteria Form for each Apprentice.

See Appendix B for Apprenticeship Acceptance Criteria

3.7 Students Needing Academic Upgrading through ABE to Meet Program Entrance Requirements Students applying for a full-time program may apply to take academic upgrading through ABE prior to their program start date, should they require 4 or fewer credits to meet program entrance requirements.

3.7.1 A contract will be entered into prior to commencement of studies. This contract will stipulate that there will be no tuition charge should the student, upon completion of the ABE credit, enrol in an Academy Canada program. Should the student not enrol, the student would be required to reimburse Academy Canada for such training at the current rates before results are released.

3.8 Special Admittance Applicants who present a high school transcript with modified courses will:

- a) Provide supporting documentation (i.e. psychoeducational assessments, medical reports and other relevant documents).
- b) Provide a minimum of two reference letters from school personnel such as former instructors, guidance counselors, or Principal. Letters of recommendation from community leaders, doctors and employers will also be considered.
- c) Show evidence of any previous credit and non-credit courses completed and other training experiences – formal and informal.
- d) Demonstrate life experiences/community involvement (i.e. work experience, volunteer experience, awards).
- e) Meet with campus administration to determine admission or non-admission.

Factors for consideration may include but are not limited to the following:

- Difficulty level of the program choice.
- Safety concerns must be addressed.
- Individual's coping strategies as well as the availability and use of support systems.
Individual's ability to set appropriate goals and maintain goal directedness.
- Individual's development of creative ways to compensate and problem solve.
- Individual's motivation, determination, and positive attitude toward learning.

If non-admission is the outcome, campus administration will make referrals to alternative programs where possible. Such programs may include Adult Basic Education and community employment programs.

4. Late Enrollment

4.1 Students can be admitted into a program up to 21 CALENDAR days into the programs delivery. (For trades, block format and term programs please check with Campus Administration).

4.2 Students are permitted to audit classes for the first 21 days while awaiting submission of entrance requirements (all documentation other than a high school transcript) but will not enter into a contract until all entrance requirements have been met. The student will work with the Admissions Office to ensure that all documentation is submitted. If after 21 days the student does not submit the necessary documentation they will not be permitted to return to class until such time as all documentation is submitted.

5. Academy Canada's Policy on English Requirements for International Students

Academy Canada recognizes several English proficiency tests such as TOEFL (Test of English as a Second Language), IELTS (International English Language Test Service) and CAEL (Canadian Academic English Language Assessment).

All applicants must be sufficiently fluent in English to understand instructors and technical language in their area of study. Students who are unable to provide evidence of English proficiency may be conditionally accepted into the program, and agree to be tested once they arrive in Canada, prior to the start of classes

In cases where proficiency is not met, students agree to complete additional language courses, at an additional cost, which may be able to be completed concurrent with their program of study

5.1 Language Requirement for International Students Students must provide evidence of English proficiency. Academy Canada will accept most internationally recognized test of English proficiency (TOEFL 550 or equivalent, IELTS, CAEL, etc.) Students who are unable to provide evidence of English proficiency will be tested upon arrival. If the student successfully demonstrates English proficiency on this test, they will be immediately accepted into their program of choice. Students who are unsuccessful in providing proof of English proficiency or who are unsuccessful in Academy Canada's English proficiency test may be required to complete an ESL program designed to meet the student's needs. There will be an extra cost above and beyond that of the student's program of choice for the period of ESL study. This extra charge will be determined by Academy Canada's administration and will be based on the level of the student's English proficiency.

In addition, students must also meet all specific admission requirements for their chosen program of study.

6. Non Program Specific Course Enrollment

The entrance requirement for applicants wishing to apply for a single course is the course prerequisite, if applicable. Applicants must also be at least 16 years of age on the commencement of the course. Admission to a single course does not constitute a commitment to or admission into any college program.