



Operational Policies and Procedures

Division: Administration and Curriculum	Topic: Admissions
Policy No. AC301	Effective: January 2025
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1. **Entrance Requirements**

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

1.2 Applicants must submit a high school transcript, Adult Basic Education Diploma, General Education Diploma, or have met 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.

1.3 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). Please note that students will only be permitted to participate in the theory portion of their program while auditing classes. Students will work with the Admissions Office to ensure that all documentation is submitted within the first 21 days. If after 21 days the student does not submit the necessary documentation their incomplete file will be forwarded to the Campus Principal for immediate action.

1.4 Academy Canada will not sign a student's contract of study until such time as all entrance requirements have been met and documentation submitted.

2. **Academic Upgrading Through ABE to Meet Program Entrance Requirements**

2.1 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.

2.2 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. Admission of Students with Disabilities, including Diagnosed Learning Disabilities

In response to the growing number of students with disabilities being admitted to our college, and in an effort to more clearly define the criteria used to admit individuals with learning disabilities and intellectual disabilities, the following guidelines exist:

3.1 If the student meets entrance requirements either through high school graduation, ABE, GED or successful completion of a CAAT but discloses a learning disability on the application form, through the interview process.

Course of Action:

ADMISSIONS

- i. Send student a learning disability acceptance letter/request for assessment documentation (see Letter A, Appendix B);
- ii. Forward a copy of the student's application form and Learning Disability acceptance letter/request for assessment documentation to Campus Senior Administration;
- iii. Forward assessment documentation received from the student's high school to Campus Senior Administration;
- iv. Upon recommendation from Campus Senior Administration, send student an official acceptance with accommodations letter (see Letter B, Appendix B);
- v. Provide student with a copy of Suggestions for Student with Learning Disabilities, as well as a copy of Accommodations for Students with Learning Disabilities (see Appendix B).

CAMPUS ADMINISTRATION

- i. Upon receipt of assessment documentation Campus Administration will meet to discuss what accommodations need to be made for the student;
- ii. If possible, arrange a meeting with the student before the program's start date to discuss accommodations needed;
- iii. On the basis of the documentation received and personal interview with the applicant (if possible), campus administration will recommend admission with accommodations outlined (see Letter B).

3.2 If the student does not meet traditional entrance requirements, further assessment under "Special Admissions" is required as per S007, section 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." Also, see S007, section 3.8 Special Admittance for more information.

Course of Action:

ADMISSIONS

Before issuing an official acceptance:

- i. Request in writing that the applicant provide assessment documentation from the high school and two reference letters from school personnel such as former instructors, guidance counsellors, or principal (See Letter C, Appendix B);
- ii. Once obtained, forward above documentation along with a copy of the student's application form, high school transcript, and CAAT results, if applicable, to campus administration and the Curriculum Manager.

CAMPUS ADMINISTRATION

On the basis of the above information, as well as a personal interview with the applicant, campus administration will recommend admission, with or without academic probation, or non-admission. Campus administration may need to seek advice from outside agencies where deemed necessary. 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 program's delivery. (For trades, block format and mini-semester 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. Admission of Students from Home Schooling

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.

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.

5.3 If there has been standardized testing as per AC 301: 5.2, 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.

5.4 If there has been no standardized testing as per AC 301: 5.2, 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.

5.5 If there are still concerns, Admissions Officers can refer the student in question to a panel consisting of the Admissions Officer; the Records Coordinator; the Principal and the Vice President.

See Appendix B – Home Schooling Acceptance Criteria

6. **Apprenticeship Training**

6.1 **Mature Student Entrance Policy for Apprenticeship Trades**

High School Graduates or Equivalent are eligible for admission to apprenticeship training programs. Students must complete an application form and provide a copy of High School, Adult Basic Education or G.E.D. results. Students who have completed modified high school programs may be eligible for admission based on one or more of the following criteria.

- Interview by appropriate Trade Instructor with supporting documentation
- Assessment by admissions representative of past work experience and/or post-secondary education history with supporting documentation
- Interview by College Administrator with supporting documentation
- Letters of recommendation from High School Official(s) detailing modifications required and/or documented learning disability.

6.1.1 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.

- Interview by appropriate Trade Instructor with supporting documentation
- Assessment by admissions representative, in consultation with campus administrator, of past work experience and/or post-secondary educational history with supporting documentation
- Letters of recommendation from High School Official(s) detailing modifications required and/or documented learning disability

6.1.2 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.

6.1.3 Any students accepted who previously studied under a modified program and/or have a documented learning disability are 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.

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

See Appendix B - Program Acceptance Criteria Form

6.2 **Advanced Level Students**

6.2.1 Advanced Level Training dates are established by the Business Development Office and the Department of Advanced Education and Skills, Industrial Training Division in consultation with Campus Senior Administration.

6.2.2 The Apprenticeship Coordinator is responsible for working with the Division of Industrial Training, and graduates to recruit Advanced Level students.

6.2.3 Once the Apprentice has been class called by Industrial Training, the Apprenticeship Coordinator will be responsible for arranging a registration meeting with the Apprentice.

6.2.4 The Apprenticeship Coordinator is responsible for making appropriate arrangements for the textbooks (copying, binding, etc.). Book orders are placed with the Curriculum Assistant.

6.2.5 The Apprenticeship Coordinator is responsible for registering the Apprentice. (Complete the registration form, review attendance policy, etc.). The Apprenticeship Coordinator will also distribute textbooks to Apprentices.

6.2.6 The Records Coordinator will be responsible for establishing a profile for the Apprentice(s) and create/reactivate their academic file.

6.2.7 The Apprenticeship Coordinator is responsible for monitoring the student's progress with the program Instructor on a regular basis. Any issues are to be brought to the immediate attention of the Principal.

6.2.8 The Apprenticeship Coordinator is required to compile weekly attendance forms (signed by the Apprentice).

6.2.9 Apprenticeship Coordinator will submit attendance reports with applicable invoices to Industrial Training.

6.2.10 Accounts Receivable/Collections Clerk will be responsible to follow up with Industrial Training on the payment of those invoices.

6.2.11 Once the Apprentice has completed his or her block of training, the Records Coordinator is responsible for ensuring the academic file is complete, and an official transcript is sent to the Apprentice and Industrial Training, providing financial obligations has been met.

6.2.12 If the Apprentice still has an outstanding balance, when he or she has qualified to write the Journeyperson Exam, the Records Coordinator cannot issue Industrial Training an official transcript until the balance is paid in full.

6.2.13 All files must be stored so that they can retrieve when the student returns.

6.2.14 Throughout the apprenticeship program, the Apprenticeship Coordinator will arrange for Industrial Training to meet with students.

6.2.15 Campus Administration can consult with the Business Development Manager regarding any issues that may arise throughout the Apprenticeship Program.

6.3 Direct Entry Students

6.3.1 The Apprenticeship Coordinator is responsible for working with the Division of Industrial Training, and the general public, etc., to recruit Direct Entry Apprentices, and consult with the Campus Administration to establish when we can accommodate the Apprentice (specific start and end dates need to be established at this time).

6.3.2 At this time the Apprenticeship Coordinator will also determine if the apprentice has a documented learning disability. If this is the case the apprentice will be required to meet with the Campus Principal prior to registration where possible.

6.3.3 Once an intake date has been selected, the Apprenticeship Coordinator will facilitate any Prior Learning Assessments with the Apprentice and the Instructor.

6.3.4 Campus Administration will develop a delivery plan for the Apprentice(s) based on the list of required courses provided by the Apprenticeship Coordinator.

6.3.5 The Apprenticeship Coordinator will be responsible for forwarding a class list to each applicable Campus and will be responsible for arranging a registration meeting with the Apprentice.

6.3.6 The Apprenticeship Coordinator is responsible for registering the student. (Completing registration form, reviewing attendance policy, etc.)

6.3.7 The Apprenticeship Coordinator is responsible for making appropriate arrangements for the textbooks (copying, binding, etc.). Book orders are placed with the Curriculum Assistant.

6.3.8 Upon receipt of the textbooks, the Apprenticeship Coordinator will ensure the books are distributed to the Apprentice as required.

6.3.9 During the registration process the responsibility for the student will shift from the Apprenticeship Coordinator to the Campus Records Coordinator.

6.3.10 The Apprenticeship Coordinator will be responsible for establishing a profile for the Apprentice(s) and creating an academic file, which will include the Prior Learning Assessment form. He/she is also responsible for monitoring the Apprentices progress, as per the delivery plan, with the program Instructor on a regular basis. Any issues are to be brought to the immediate attention of the Principal.

6.3.11 The Apprenticeship Coordinator is required to compile weekly attendance forms signed by the Apprentice.

6.3.12 The Apprenticeship Coordinator will submit attendance reports with applicable invoices to Industrial Training

6.3.13 Accounts Receivable/Collections Clerk will be responsible to follow up with Industrial Training on the payment of those invoices.

6.3.14 Once the Apprentice has completed his or her block of training, the Records Coordinator is responsible for ensuring the academic file is complete, and an official transcript is sent to the Apprentice and Industrial Training, providing financial obligations has been met.

6.3.15 All files must be stored so that they can be retrieved when the Apprentice returns.

6.3.16 The Records Coordinator, at the completion of training, will provide updated information such as grades and courses completed for the Apprenticeship Coordinator and Industrial Training.

6.3.17 Throughout the apprenticeship program, Campus Administration will arrange for Industrial Training to meet with students.

6.3.18 Campus Administration can consult with the Business Office Manager regarding any issues that may arise throughout the Apprenticeship Program.