

ADMISSION POLICY

1. Policy

Hanson Private Career College (hereinafter '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 Private Career College (PCC) programs at Hanson must meet the minimum requirements as stated in this policy.

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 before the final registration date.

2. Admissions

- 2.1. The marketing Coordinator meets with the prospective student to explain the available program options and assists them in selecting a program of interest.
- 2.2. The Marketing Coordinator reviews the admission criteria for the program of interest with the prospective student.
- 2.3. The Marketing Coordinator collects evidence (e.g. transcript, study permit, etc.) from the student 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;
 - Original and unofficial 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 (Ontario Secondary School Diploma or equivalent);
 - Original notarized transcripts (both original language and English-translated if not in English);
 - Copy of passport photo page, signature page, and visa page;
 - Proof that the applicant is 18 years of age or older;
 - 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 the *Language Proficiency Policy*.
 - 3.3.3. **Students who do not have a valid study permit (ex. Visitors, Workers, Working Visa):** An English placement test will be administered to students who do not have a valid study permit and who do not meet any language proficiency exemptions before 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 PCC 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 before 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 meet with the prospective student to review the contract and will make available to the student the following policies that may affect the student during his/her completion of the program of study:
 - a) Language Proficiency Policy
 - b) Tuition Refund Policy
 - c) Grade Appeal Policy
 - d) Withdraw Policy
 - e) Dismissal Policy
 - f) Admissions Policy
 - g) Work Experience Policy (if applicable)
- 4.2. After understanding their rights and responsibilities, the prospective student will sign the Student Enrolment Contract. A college representative will co-sign the Student Enrolment Contract.
- 4.3. The Student Enrolment Contract 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 program term (tuition fees vary according to the student's program). Receipt of payment will be stored in the student's file.
- 4.6. Should a student wish to enroll in more than the prescribed number of courses for their program term of study, then additional fees will apply.

5. Admission Review

- 5.1. 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.

6. 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.