



Ashton College

Policy No: 1002

Responsibility: Vice-President

POLICY

TITLE: Admissions

CATEGORY: Student

APPROVED BY: Vice-President

EFFECTIVE: February 12, 2003

REVISED: August 7, 2007, December 21, 2007

RELATED POLICIES:

Purpose

The purpose of this policy is to set out the criteria which an applicant must satisfy in order to be considered for admission to Ashton College.

Policy Statement

- (1) 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.
- (2) 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).
- (3) The Admissions policy recognizes and provides an opportunity for advanced placement within a program based upon transfer credits and/or prior learning experience. (PLA)
- (4) The Admissions policy complies with the requirements of PCTIA that if an applicant fails to meet the minimum admission requirements, those requirements cannot be waived by either Ashton College or the applicant.

General Admission Requirements

- (1) All applicants must be high school graduates or 19 years or older at the start of the applicant's program or course.
- (2) Applicants who wish to qualify as Domestic students must produce valid documentation confirming their legal status as Canadian citizens or permanent residents.
- (3) Applicants who are classified as International students must meet the requirements for international students studying in Canada as laid down by *Citizenship and Immigration Canada*.
- (4) All Ashton College applicants must demonstrate an acceptable level of English language skills.

Additional Admission Requirements

Certain programs or courses may have additional entrance requirements which are necessary to ensure the best opportunity for success in the applicant's chosen area of study or are requirements of a licencing or certification body/association. These may include academic and/or non-academic criteria, such as:

- a. Designated courses (s) with specific achievement levels
- b. Essays, employer references, interviews, resumes
- c. Testing
- d. Prerequisites

Selection of Candidates

Ashton 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 particular program or course. The College will make every effort to ensure that decisions are made on the basis of objective evaluation.

General Admission Requirements cannot be waived

Applicants who do not meet the general admission requirements cannot be admitted as students to the College. Neither the College nor any applicant is able to waive these requirements.