COLLEGE POLICY

Policy No. & Title:	**C-401 Admissions**
Policy Sponsor:	Vice President, Admissions
Reference Cmtee:	Policy & Procedure Committee
Effective:	2024-05-10
Next Review:	2027-04-30

Purpose
To establish a framework within which the College may consistently and fairly conduct the process of selecting and admitting students to College programs.

Scope
This policy applies to all College employees, programs, and the applicants to those programs.

Definitions
Admission Requirements: Specific academic or supplementary conditions for entry into a program. These may include, but are not limited to, secondary or post-secondary grades or grade-point average (GPA), standardized test scores, portfolios, good health, specific physical competencies, or criminal record check, depending on the program.

International Applicant: A prospective student has applied for a student Visa from a foreign country.

Secondary School Diploma (SSD): A provincially recognized credential earned on successful completion of secondary school requirements as established by the Ministry/Department of Education in the respective province.

SSD Equivalent: A secondary school graduation diploma, such as the General Education Diploma (GED), from another jurisdiction, or documentation as determined by the College that supports the applicant's claim of having completed the learning outcomes of an SSD.

Recognized Assessment Service: A third-party validation service that establishes equivalency of an applicant's international academic credential to a domestic credential.

POLICY

Principles:

- The College assesses applicants against established criteria that indicate the likelihood of success in achieving the educational goal(s) of the applicant.
- The criteria are objective, measurable, and relevant to the program.
- Admission is determined by the College's assessment of an applicant's demonstrated skills, as appropriate to the program.
- An assessment of demonstrated skills may be based on supplementary testing or evaluation, as determined by the College.
- Applicants who meet the minimum admission requirements for a program will be provided admission.
- The College reserves the right to suspend a program. In this context, meeting minimum admission requirements for a program does not guarantee an offer of admission to that program.
- The College supports Diversity, Inclusion and Belonging, and therefore invites applications from *all* individuals and encourages applicants with any accommodation requirements to self-identify at the time of application.

College Admission

1) Applicants must first meet College-level admission requirements. Normally, the minimum admission requirement is a High School Diploma or Secondary-School Diploma (SSD), or equivalent, from the provincial jurisdiction of the College campus where the program is offered.
2) Only the following are considered as equivalent to a High School Diploma or Secondary-School Diploma (SSD):
    a) A secondary school graduation diploma or complete transcripts from any Canadian province or territory or from the United States.
    b) An Adult High-School Diploma issued by a Canadian province or territory.
    c) A General Education Development (GED) certificate issued by a Canadian province or territory or from the United States.
    d) A transcript, diploma, or certificate from another country, assessed at a provincially equivalent SSD level by a recognized assessment service.
    e) A Canadian or US post-secondary diploma or degree granted by a publicly funded college or university.
    f) A non-Canadian post-secondary diploma or degree that has been assessed as equivalent to a Canadian postsecondary diploma or degree by a recognized assessment service.
    g) A certificate of completion for a provincial academic upgrading program that is accepted by a publicly funded college for entry into a post-secondary program (Basic Skills Level IV, Basic Training and Skills Development Level IV).
    h) A Certificate of Apprenticeship or Certificate of Qualification in any trade from a Canadian jurisdiction.

3) The College will only accept assessments of international academic credentials from recognized assessment services who are members of the Alliance of Credential Evaluation Services of Canada (ACESC).
4) If an applicant *cannot* produce their SSD or equivalent, as defined in Section 2 above, the College will use a Wonderlic Assessment.

Mature Student Admission (Eastern College – New Brunswick)

5) Applicants who have not completed a high school diploma or equivalent may apply as a mature student provided the following conditions are met:
   a) The applicant is at least 19 years of age at the time of the program start date.
   b) The applicant has been out of high school for a minimum of one year.
   c) The applicant provides either a personal letter of intent **OR** a resume which includes previous employment and/or educational experience that supports their skills and aptitudes which they believe will make them successful in the intended program of study.
   d) The applicant successfully completes a standardized assessment test at a level approved by the College.
   e) Specific program prerequisites must also be met. (Please refer to individual program outlines.) The admission requirements for each diploma program are stated in the registration information provided to the New Brunswick Department of Post-Secondary Education, Training and Labour.

Mature Student Admission (Eastern College – Nova Scotia)

6) Applicants who have not completed a high school diploma or equivalent may apply to Eastern College under the following conditions:
   a) The applicant successfully completes a standardized assessment test at a level approved by the College.
   b) Specific program pre-requisites must also be met. (Please refer to individual program outlines.) The admission requirements for each diploma program are stated in the registration information provided to the Nova Scotia Department of Labour and Advanced Education.

Program Admission

7) Applicants must next meet Program-level admission requirements. Based on an applicant's program of interest, they will complete a program assessment to ensure they meet program admission requirements:
   a) Program admission requirements may include, at the College's discretion, a Wonderlic Assessment
8) Education Consultants/Directors of Admissions administer Admission Assessment tests.

International Applicant Admission

9) All international applicants must meet the following additional admission requirements:
    a) Must be at least 18*.
    b) Must have a valid (not expired) study permit, if required at the time of the program start date.
    c) Must have a valid passport that does not expire before the end date of the program**.
    d) Applicants who are not Canadian citizens, permanent residents, or protected persons and who do not have a study permit may only enroll in a program that is less than six (6) calendar months long, unless they are covered by the IRCC temporary policy.
    e) The IRCC temporary policy allows anyone with a work permit that was issued **on or BEFORE June 7, 2023**, to take a program without a study permit if the below requirements are met:

If they are eligible and held a valid work permit on June 7, 2023, they can study without a study permit until the earliest of the 2 following dates:

1. The expiry date on their work permit
2. June 27, 2026 (the date this public policy expires)

The student will need to provide proof of eligibility to the school to qualify, and a copy must be uploaded to XCAS.

Their studies must be completed before the end of the policy on June 27, 2026. If their program will not be completed by this date, they will need to apply for a study permit before their program start date.

Refugee claimants (have applied for refugee or protected person status but have not had their hearing or Notice of Decision yet) are eligible to study on a work permit if they meet the eligibility requirements above. They are deemed to be international students with international pricing.

Protected Persons & Convention Refugees can study on a work permit provided they meet the eligibility requirements above but are considered domestic students and are charged domestic fees.

Please note the following:

- Applicants under the age of 18 (or under 19 in New Brunswick) are not eligible to write the Wonderlic assessment and must provide SSD equivalency documentation.
- If enrolling as an international student, applicants must present their actual passport to be viewed by a College staff member, prior to starting their program.
- Applicants under the age of 18 are not eligible to write the Wonderlic assessment and must provide SSD equivalency documentation.

- If an applicant has applied to renew their student visa, they must show proof that the renewal has been done (either a copy of the application form or a receipt showing that they have paid the renewal fee).
- Applicants must present their actual passport to be viewed by a College staff member, at a College campus, prior to starting their program.
- Applicants must meet all College and Program-level admissions requirements and if they are residing outside of Canada, apply for a Program Attestation Letter (PAL) from the province that the College campus operates in.
- The College has a PAL quota that may prevent the Applicant from receiving a PAL.

Offer of Admission

10) If the applicant meets both the College and Program-level admission requirements and has a PAL, an offer of admission will be provided.

Denied Admission

11) If the applicant does not meet either the College or Program-level admission requirements, the application will be denied admission.
12) If the College is unable to request a PAL from the Province, the application will be denied.
13) An applicant cannot appeal a denied admission if they did not meet the admission requirements.

Related Policies

A-101 Student Accommodations

Supporting Documents/Forms

C-401p Admissions - Procedure