



Admission Policy

Name of Policy

September 01, 2021

Implementation Date

Chief Executive Officer

Position(s) Responsible

September 01, 2021

Date of Last Revision

ARV Canada College is committed to enroll students who meet specific program admission criteria, including all academic standards and course requirements. The College is dedicated to helping students succeed in achieving their education and career goals.

Procedure:

1. The Admissions Representative will meet with the prospective student to discuss the program of interest.
2. Once a prospective student has decided on a program of study, the Admissions Representative will review the admission criteria with the student and gather all pertinent and required documentation evidencing the student has met all requirements. A copy of each document will be placed on the student's file.
3. Prospective students who do not have an undergraduate degree, will be required to take the College's Admissions Test and attain a mark of no less than 70%.
4. Prospective students whose first language is not English must provide the College with a completed language proficiency test showing the student has attained the acceptable level of English proficiency, as set out in the College's Language Proficiency Policy.
5. Once it is established the student has met all admission requirements, the Admissions Representative will:
 - a. prepare and review the enrollment contract, along with all relevant policies, with the student.
 - b. discuss financial arrangements for payment of tuition and other fees.
6. Once the student and a representative of the College have signed the enrollment contract, the student will receive the following:
 - a. A fully signed copy of the enrollment contract;

- b. A Student Handbook containing:
 - i. Tuition and Fee Refund Policy;
 - ii. Dispute Resolution
 - iii. Grade Appeal Policy;
 - iv. Withdrawal Policy;
 - v. Dismissal Policy;
 - vi. Language Proficiency Assessment Policy (if applicable);
 - vii. Attendance Policy;
 - viii. Sexual Misconduct Policy
 - ix. Respectful and Fair Treatment Policy
 - x. Use and Disclosure of Personal Information Policy;
 - xi. Work Experience/Co-Op Policy (if applicable);
 - xii. Safety Policy.