

# ADMISSIONS POLICY PLAIN LANGUAGE SUMMARY

## Policy Statement

### *What is the policy?*

Bow Valley College has requirements for **admitting** learners into credit programs. These **admission** requirements are fair, equal, and published so that everyone can see them.

**Admission** and **admit** means accepting learners into a program.

Bow Valley College follows the idea of “first qualified, first admitted.” This means that qualified learners are accepted in the order they apply to the college.

## Purpose

### *What is the policy for?*

The purpose of **admission** requirements is to make sure that learners are prepared for their programs and can be successful. This policy makes sure **admissions** requirements and procedures are clear, fair, and equal.

## Scope and Compliance

### *Who does the policy affect?*

This policy is for all learners. It includes classroom, distance, and on-line learners.

The admissions requirements in this policy may not be for programs run for other organizations or non-credit programs.

All employees, learners, and contractors at Bow Valley College are responsible for knowing, understanding, and following policies and procedures.

This means that you are responsible for knowing and following the rules.

## Main Objectives

### *What are the goals of the policy?*

The College has admissions requirements for all College credit programs. These requirements are publicly available.

1. The College has the right to deny admission. This means the College has the right to not allow a learner to study in a program.
2. The College will not normally admit anyone who owes money to the College.
3. The College normally charges an application fee.
4. The College gives learners three kinds of acceptance:
  - a. Final acceptance
  - b. Conditional acceptance
  - c. Special acceptance

5. When a learner is not admitted to a program, he or she may be admitted to a different program or a different **intake** (semester start).

**Intake** means a start time to a program. Programs have different intakes (different times to start).

6. The College has an Admissions Appeal Committee. If a learner is not accepted into a program, he or she can ask the committee to look at the application again. The decision of the Committee is final.

When you **appeal** a decision, you ask the College to look at it again.

7. When the waitlist for a program is full, the College will not accept any more applications for that intake.

## Definitions

**Admissions criteria:** The requirements for getting into a program.

**Applicant:** A person who is applying for a credit program.



**International Applicant:** An applicant who is not a citizen, landed immigrant, refugee, or permanent resident of Canada.