

### R3.15 Student Admissions



<b>Approval Body:</b>	Academic Council
<b>Approval Date:</b>	November 2023
<b>Amendment Date:</b>	November 2025
<b>Next Review Date:</b>	September 2026
<b>Supporting Documents:</b>	Practice Education Guidelines (PEG) for BC Terms of Reference – Academic Council, Program Admissions Committee <a href="#">BC Medical Services Plan</a> <a href="#">Citizenship and Immigration Canada</a> <a href="#">International Work Permit Application</a>
<b>Related Policy:</b>	R3.2 Acceptance Confirmation or Deferral R3.7 Credit Transfer R3.8 English Language Proficiency R3.9 Instructional Accommodation R3.11 Prior Learning Assessment Recognition R3.16 Student Categories

#### Purpose

The Student Admissions Policy ensures transparent, equitable, and integrity-based admission practices that support access to education and uphold Stenberg College’s commitment to high academic standards. Admission requirements are never implicitly or explicitly tied to personal characteristics such as race, ancestry, colour, ethnic origin, sex, age, marital or family status, sexual orientation, or physical disability.

#### Definitions

##### Application for Admission

Request by an applicant to attend Stenberg College including submission of required documentation.

##### Deferred Admission

Admission that, on the applicant's request, is deferred to a later start date.

##### ICES (International Credential Evaluation Service)

A British Columbia-based service which provides a detailed report to compare an international credential to Canadian educational standards.

##### IQAS (International Qualifications Assessment Service)

An Alberta-based service that evaluates formal academic/technical education from recognized institutions and issues ECA certificates that compare educational credentials from other countries to educational standards in Canada.

##### Letter of Acceptance (LOA)

The written response issued by the Registrar or designate to applicants who have been accepted into a program of study with no conditions.

### Letter of Acceptance with Conditions (LOC)

Written response issued by the Registrar or designate to applicants who have been accepted into a program of study and with specific conditions that must be met by the applicant.

### Letter of Denial of Admission (LOD)

The written response issued by the Registrar or designate indicating that the applicant has not met the minimum admission requirements.

### Letter of Intent

A document that states the applicant's educational and career goals, interests within the context of the program they wish to enter, and how their academic and personal qualities, experiences and skills will add value to the program and assist them in being successful.

### Official Transcript

Official, original signed and sealed document or electronic document sent directly to the Registrar or designate from the issuing high school or post-secondary institution describing the applicants' academic history.

### Re-Entry

Formal process by which a student applies to be readmitted to Stenberg College after a period of inactivity, program dismissal, or withdrawal.

### WES (World Education Services)

An Ontario-based service which provides a detailed report to compare an international credential to Canadian educational standards.

## **Description**

Program admission requirements, collaboratively determined by faculty, Program Deans/Directors, and employers, are specific to each program, considering knowledge, skills, values, and attributes for student success. The policy ensures equal consideration for all qualified applicants, with requirements and application details publicly available on Stenberg College's website. The goal is to attract diverse applicants who meet program requirements and can successfully complete their studies. Stenberg College admits students based on the expectation of their success in achieving personal, educational, and professional goals, contributing to Stenberg College, their community, and their future profession.

## **Principles**

- Stenberg College is committed to enrolling applicants who meet program admission requirements.
- Admission decisions are based on fair, unbiased, and non-discriminatory criteria.
- Applicants are responsible for providing complete, accurate, and truthful information and documentation as part of the admissions process.

- Stenberg College expects all required materials to be submitted within established timelines to ensure fair and consistent decision-making, while maintaining reasonable flexibility in documented cases of extenuating circumstances.
- Stenberg College upholds rigorous authenticity standards for all documents. Applicants and students are required to provide accurate, truthful, and unaltered information at all stages of the admissions and enrollment process. The submission or discovery of false, misleading, altered, or fraudulent information or documents constitutes a serious breach of institutional integrity and may result in denial of admission, revocation of acceptance, or dismissal from the program. Such decisions are final and not subject to appeal.
- Admission criteria are applied uniformly and without exception across all applicants.
- Decisions reflect academic preparedness, program-specific competencies, and the applicant's potential for success.
- Stenberg College retains final authority in all admission, conditional admission, denial, deferral, and re-entry decisions.
- The College admits applicants who demonstrate the capacity to engage meaningfully with the curriculum, meet program outcomes, and satisfy program specific admission criteria.
- All documents submitted become institutional property and are retained, used, and disposed of according to college record-management standards.
- Stenberg College provides clear guidance, timely communication, and support, including reasonable accommodation for extenuating circumstances.
- Admission criteria are reviewed on a scheduled basis to ensure alignment with regulatory standards and evolving industry expectations.
- Stenberg College is committed to providing clear, accessible, and comprehensive information about programs, admission requirements, associated fees, and English language proficiency requirements through official campus, online, and sanctioned communication channels.
- Applicants must furnish the information necessary for the Stenberg College record, disclosing all relevant post-secondary institutions attended and arranging for all transcripts to be sent to the Registrar or designate, if applicable.
- Admission criteria cannot be waived by either Stenberg College or the applicant.
- Stenberg College is responsible for the final selection of all applicants and reserves the right to decline applications.
- Programs may have requirements that vary.

#### General Application Document Requirements

Applicants must submit documentation verifying that they satisfy the following requirements:

1. A completed and signed Admission Application.
2. Satisfy the *R3.8 English Language Proficiency* policy. Program-specific English language requirements may differ.
3. Applicants must be high school graduates or mature students (19 years of age or older as of the start of their program).

4. If under the age of 19, applicants must have completed at a minimum, secondary level education as defined in their home country.
5. Canadian citizens and permanent residents must provide valid documentation to be eligible for admission as domestic students.
6. International students must meet the requirements for international students studying in Canada described by Immigration, Refugees and Citizenship Canada (IRCC).
7. Applicants who do not meet these requirements may be able to apply for enrollment under one of the other applicant categories of the *R3.16 Student Categories* policy.

All applicants must submit the required supporting documentation, including evidence of education completed, as applicable to their program of application.

1. Evidence may be demonstrated by providing a high school or post-secondary transcript, completion of a provincial Adult Graduation program, permanent student record, GED, or by providing international education credentials as recognized through [WES](#), [ICES](#), or [IQAS](#).
2. Some programs may only accept official high school transcripts or official post-secondary transcripts.
3. For regulated programs, requirements dictated by the regulatory body will supersede all else.
4. For program-specific academic requirements, refer to the program outline for details.
5. Students applying for programs involving work or clinical practice experiences may need to provide additional information, including an acceptable Criminal Record Check, a physician's letter confirming good health, and relevant First-Aid or immunization records. Students who have not provided the required documentation and who have not successfully completed all the coursework before the work experience start date will not be permitted to participate.

Programs may have additional requirements.

Applicants who are unable to submit post-secondary school transcripts must submit a written statement explaining why they cannot meet this requirement. The Registrar or designate will review statements and determine if the contested document will be accepted.

Stenberg College may request additional documentation, or a form of evaluation deemed appropriate to assess the applicant's potential for success or to verify the applicant's information or qualifications.

International applicants are responsible for obtaining their student visas, study permits, and work permits as required by IRCC, and are required to present copies before new student orientation unless the student is a late applicant or there are other extenuating circumstances.

#### *Admission Criteria Development*

Stenberg College in consultation with faculty, the Academic Council, and other interested parties will establish a minimum standard for admission to a program based on the knowledge,

skills, attributes, and values conducive to a student's success in the program. Where articulation agreements are planned, each program will seek Academic Council approval.

### *Appealing Admission Decisions*

Applicants who are denied admission or re-entry by the Registrar, or designate, or by a Program Admissions Committee, and who can demonstrate previously unrecognized extenuating circumstances or provide new, relevant information not previously considered, may submit an appeal.

Appeals must be received by Stenberg College within five (5) business days of the admissions decision. The appeal must include additional information outlining the reason for reconsideration. Appeals are submitted to the Registrar, or designate, who reviews the submission and issues a written decision to the applicant. This decision is final.

### *Application Deadline*

An applicant's file must be submitted and complete before the first day of new student orientation for which admission has been granted, unless the student is a late applicant or there are other extenuating circumstances approved by the Registrar or designate. If this is not the case, and there are no extenuating circumstances, the application may be processed for the subsequent semester or cohort, or the application may be declined, and any offers of admission withdrawn.

### *Application Notification*

No implicit or explicit offers will be made by Program Advisors to applicants or agents that may suggest acceptance or conditions of acceptance. The Registrar or designate will provide written notification to all applicants to advise them whether their application for admission has been approved or not.

### *Course Equivalency and Advance Standing*

Course credits may be awarded through a course equivalency and credit transfer process, proficiency examination, or prior learning assessment. For additional information refer to the *R3.7 Credit Transfer* policy and the *R3.11 Prior Learning Assessment Recognition* policy.

Applicants submitting credentials from a non-Canadian source may be required to present an International Credit Evaluation Service (ICES), a World Education Services (WES) report, an International Qualifications Assessment Service (IQAS), or a report from another recognized verification service such as Educational Credential Evaluators Inc. If an applicant is required to submit an evaluation it should be submitted at the time of application.

### *Deferred or Declined Admission*

Once an applicant has been enrolled, they may defer their start date once to the next intake provided:

1. The request for deferral is the first request submitted by the student (subsequent requests may be denied, and a financial penalty applied).

2. If a student does not start by the deferred date, they will be returned to the pool of applicants.

### *Failure to Start Program*

If an accepted student does not start their studies on the date indicated in the Enrollment Agreement, Stenberg College will retain admission documents for two (2) years, after which they will be destroyed with a note to file indicating an application and a failure to start. If a student renews their application after that date, the student must re-apply and will be considered a new applicant.

### *Notification of New Admission Criteria and Program Changes*

New or revised admission criteria and program changes will be published in all Stenberg College documents and sanctioned online vehicles before being implemented. Staff and students will be notified by Stenberg College email with an effective date indicated. Effective dates will coincide with semester/cohort start dates, where possible, in order to provide adequate lead-time for applicants to fulfill the requirements without delaying the application process.

### *Program Advisor*

Ensure potential applicants are provided with detailed and comprehensive information, including but not limited to:

1. Program description, program learning outcomes, commitment requirements, employment opportunities.
2. The scope, course sequence, and duration of the program.
3. Program admission requirements, equivalency requirements, the type and nature of documents required to satisfy admission requirements, the admissions process, and documentation due dates.
4. Entire program tuition, textbook, and equipment costs.

The Program Advisor is responsible for ensuring applicants are aware of where to access information related to the following:

1. Course credit and credential recognition policies and processes which are provided to all applicants in the Pre-Enrolment Policies Package.
2. Course credit and credential recognition are at the discretion of the receiving institution.
3. For applicants who are not Canadian citizens or permanent residents, where to find any additional program application requirements, if applicable.

### *Selection Process*

A completed application containing all required documentation is necessary for consideration. The review of complete applications follows the order of receipt, and qualified applicants are offered a seat and admitted until all available program seats for that intake are filled. Each program will maintain a description of the selection criteria applicable to applicants who wish to enroll in a program. The Registrar, or designate, monitors the selection processes.

Official notifications, indicating acceptance into the current intake, consideration for a subsequent intake, or denial of the application, will be sent to applicants. For certain programs, seat offers are not made on an ongoing basis, and a competitive selection process exists. A pool of qualified applicants is established by a predetermined application deadline, after which the suitable candidates will be selected based on the selection criteria.

Once a seat is offered, if a response is not received, Stenberg College will:

1. Assume that they have declined to accept or defer.
2. Notify the applicant of the same in writing.
3. Close the file.