



## Admission Policy

**Date Policy Written or Last Modified:** April 2021

**Position(s) Responsible for Administering this Policy:** Program Advisors, Program Registrars, Vice President of Admissions

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Program admission requirements are designed to ensure that the students have the basic knowledge, skills, and abilities to be successful in their education and career goals.

When a student makes an enquiry about a Stenberg College program, an appointment is scheduled with a Program Advisor. Before the meeting, students complete an application form providing basic personal data. During the meeting, the application form is reviewed and program admission requirements, employment opportunities, program interest, goals, and objectives are discussed. Financial arrangements for payment of tuition and other fees are also reviewed. The Program Advisor assesses student suitability for the program and ensures that all criteria are in evidence. Depending on the program, there may be supplementary requirements (i.e. attendance at an information session, completion of an entrance essay or an entrance exam or a second selections interview.) **The admission criteria cannot be waived by either the institution or the applicant.**

Completed student applications are then reviewed and approved by a Senior Location Official (Vice President or designate) to confirm that all admissions criteria have been met. Once this has been confirmed, the Senior Location Official (Vice President or designate) signs the Letter of Acceptance. The Program Advisor then prepares a Student Enrolment Contract<sup>1</sup> and meets with the prospective student to review the institutional policies that will affect the student during his/her completion of the program of study and to review the contract.

Each program may also have specific forms / policies for students to review and sign off on as part of their admissions process (i.e. an online learning acknowledgement form for programs with an online learning component or a typing policy for programs with typing speed requirements.)

For the Psychiatric Nursing and Practical Nursing programs the BCCNM Requisite Skills and Abilities document, as well as a direct link to the RSA on the BCCNM website, is provided to prospective students at the time of their appointment with a Program Advisor/Registrar. Once a student begins their program of study, the RSA document is reviewed during the student orientation and again during their course of study.

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<sup>1</sup> **Private Training Act Regulations September 1, 2016**

**Section 3.2.6 Student enrolment contract compliance standards**

Certified institutions are required to sign a written contract with each student they enroll, unless the program is employer provided (meaning all students enrolled are funded by a single employer or third party). This applies to approved programs **and** programs not requiring approval.

The student enrolment contract must set out accurate information about the program. The institution must give the student a copy of the signed contract as soon as practicable, either at the time of signing, or by e-mail or registered mail.