

ADMISSION POLICY

Policy Statement

Hanson College, hereinafter called 'Hanson' is committed to enrolling students who meet all the program admission criteria and who are likely to succeed in meeting their education and career goals. Students wishing to enroll in career college programs at Hanson must meet the minimum requirements as stated in this policy.

It is the primary responsibility of the Enrolment and Admissions department to ensure that all students enrolled in a program have:

- Met the admission requirements for that program.
- Paid their tuition fees as per the student contract.
- Provided up-to-date study permits (applicable to international students).

Admission Process

- The Enrollment and Admission Staff members meet with the prospective student to explain the available program options and assist them in selecting a program of interest.
- The Enrollment and Admission Staff members review the admission criteria for the program of interest with the prospective student.
- The Enrollment and Admission Staff members collect required documentation (e.g., government-issued photo ID, transcript, etc.) from the student to verify that they have met all of the program's admission criteria. The documents will be placed in the student's file.
- The school or the applicant cannot waive the admission criteria.

Application Fee

There will be an application fee (non-refundable minimum deposit) charged to the student.

Required Documents

- A secondary school diploma (Canadian Secondary School Diploma or equivalent).
- Proof of the applicant's age.
- Scholastic Level Exam if an applicant is a mature student (over 19 years old and no high school diploma or GED).

- Evidence of English language proficiency (if applicable).

Specific Program Requirements

There may be additional specific requirements for individual programs, which will be listed in the respective program outline.

Evidence of English Language Proficiency

The English Proficiency Test may be administered either before or after the issuance of the Letter of Admission at the discretion of the college.

Students who do not meet language proficiency exemptions must take the English Proficiency Test before registration or at the time of admission.

Students may be exempt from the English Proficiency Test under the following conditions:

- Evidence of secondary study in English at a Canadian institution.
- Evidence of graduation from a language program with an established pathway/articulation agreement allowing direct entry (no further testing required) to a diploma or degree program at a public institution in Canada.
- Evidence of successful completion of 3 consecutive years of full-time equivalent post-secondary study in English at an institution outside of Canada.
- Evidence that a language standard defined and accepted by a third-party regulator or program funder has been met.

If English is not a student's first language, they must provide proof of English competency. English Language Proficiency Requirements. Tests must include assessments of reading, writing, listening, and speaking. All of the following are acceptable:

- IELTS (Academic): International English Language Testing Services – Minimum score of 5.5 with no subject test score lower than 5.5.
- TOEFL: Test of English as a Foreign Language Internet-based test (IBT) – Overall 80 with the minimum in each component: Reading 20; Listening 20; Speaking 20; Writing 20.
- CAEL: Overall, 60, no section below 60.
- CELPIP: Canadian English Language Proficiency Index Program (General) with a score of 7 (no section score below 6).
- Canadian Language Benchmark Tests: Score of 7 in each strand (not an average of 7).
- Duolingo English Test: Minimum score of 95.
- Pearson PTE Academic: Minimum score of 46.

Different programs at Hanson may have unique language requirements to meet individual program admission criteria.

Conditional Letter of Acceptance (CLOA)

Agreement to Pay Tuition Fees: Students receiving a Conditional Letter of Acceptance must agree to pay the full tuition fees as part of their admission conditions.

Minimum Deposit Requirement: A non-refundable tuition deposit of \$500 or 20% of the program, whichever is lower, is required to secure the LOA.

Issuance of Letter of Acceptance (LOA)

If all application criteria are met, an LOA will be issued to the student once the application package has been verified.

Registration

- A Student Services Officer will prepare a Student Enrolment Contract and meet with the prospective student to review the contract and make available to the student all the academic policies that may affect the student during their completion of the program of study.
- After understanding their rights and responsibilities, the prospective student will sign the Student Enrolment Contract. A college representative will co-sign the Student Enrolment Contract
- The Student Enrolment Contract will be stored in the student file.
- Students must be provided with a copy of their student contract.
- The student will pay the tuition fees for the program term (tuition fees vary according to the student's program). Receipt of payment will be stored in the student's file.
- Should a student enroll in more than the scheduled number of courses/programs, additional tuition fees will apply.

Additional Requirements for International Students

Study Permit: A valid study permit, with a recommended minimum of two (2) months before the expiration date.

Notarized Translated Documents if Original is not in English

- Original notarized educational credentials (both original language and English-translated if not in English).
- Copy of passport photo page, signature page, and visa stamp page.