

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.) to verify that they have met all 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.

Minimum Admission Requirements

- A secondary school diploma (Canadian Secondary School Diploma or equivalent).
- Minimum age: applicants must have completed Grade 12 or be at least 19 years of age.
- If the applicant is a minor, a parent or guardian must provide legal consent.

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 (if applicable)

Applicants must provide evidence of English proficiency, such as standardized test scores or other documentation if English is not their primary language.

Students may be exempt from the English proficiency requirement under the following conditions:

- Evidence that 3 years of full-time secondary (Grades 8-12) or post-secondary education has been completed in the program’s language of instruction in a country where the program’s language of instruction is one of the principal languages. (Language courses cannot be included in this calculation)
- 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.

The following are acceptable language assessments and scores to meet language proficiency requirements:

Name of English language assessment/test	Minimum score(s)/level(s)
International English Language Testing System (IELTS) Academic	Minimum overall score of 5.5
Test of English as a Foreign Language (TOEFL) IBT	Overall score of 46
Canadian Language Benchmark Placement Test (CLB PT)	Listening 6, Speaking 6, Reading 5, and Writing 5
Canadian English Language Proficiency Index Program (CELPIP)	Listening 6, Speaking 6, Reading 5, and Writing 5
Canadian Academic English Language Assessment (CAEL)	Overall Score of 40
Pearson PTE Academic	Minimum score of 46

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.

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.