



# Student Admissions Policy and Procedure

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## 1 PURPOSE

- 1.1 Canadian National Institute of Business ('CNIB') upholds the principle that all applicants seeking to enrol are treated fairly and equitably. To ensure this, CNIB will have open, fair, clear and transparent procedures that are based on clearly defined entry criteria for making decisions about the admission of students. Students will be admitted on merit, based on the published criteria. CNIB will ensure that throughout the process of admission, applicants are treated courteously and expeditiously.

## 2 SCOPE

- 2.1 This policy and procedure applies to all students at CNIB, and to all staff involved in the admissions process.

## 3 POLICY STATEMENT

- 3.1 Admission requirements are the skills, knowledge and/or other background a student must have to be admitted to a program and that make it likely the student will successfully complete the program.
- 3.2 Appropriate admission requirements support CNIB student retention and satisfaction.
- 3.3 Admission requirements may not be varied or waived by either CNIB or a student, and they must be applied consistently to all students in the program.
- 3.4 Student records must show that admission requirements have been met by each student, and have been applied consistently to all students.
- 3.5 Should CNIB wish to change the admission requirements listed with PTIB, you must first obtain PTIB's consent.

### Approach

- 3.6 As an approved Education Provider, CNIB has open, fair and transparent procedures that are based on merit, for making decisions about the approval of applicants who seek to enrol with the Institute in a unit of study. Applicants seeking to enrol in a course of study with CNIB, regardless of their background, circumstances or eligibility for funding, will be assessed for entry to study through the same published entry requirements and through the same process. Specific consideration will be given to intending students from an Aboriginal background.
- 3.7 In making decisions about the approval of applicants for admission, the above undertakings do not prevent CNIB from taking into account educational disadvantages that a particular applicant has experienced, or the fact that the applicant may be enrolled via a restricted access arrangement.

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## Publication

- 3.8 Entry criteria are published in the Program Outlines and the application procedures are published on CNIB's website. For the information of persons seeking to enrol with the Institute both information can be located on the Institute's website.

## 4 PROCEDURES

### General Admission Requirements

- 4.1 All applicants seeking to enrol in a course with CNIB are required to submit acceptable evidence that they meet the published entry criteria for their chosen course.
- 4.2 19 years of age or older; Grade 12 or equivalent and successful completion of admissions interview
- 4.3 Mature students without Grade 12 or equivalent: successful completion of admissions interview and Canadian Alternative Achievement assessment by the college

### English Proficiency

- 4.4 Students whose first language is not English, must demonstrate competency in the English language. English proficiency can be demonstrated by providing certified evidence of an International English Language Testing System (IELTS) test result (or equivalent alternative test result, as follows), issued no more than two (2) years prior to date of application.
- 4.5 International Students: For Language proficiency IELTS 5.5 overall band or equivalent assessment, OR In-house entrance language test with admission interview.
- 4.6 The Following Tests/scores are accepted as IELTS Equivalent assessment tests for English Language Proficiency:
- TOEFL Academic (Score 46-59),
  - Pearson (PTE) Academic (Score 43-50),
  - CELPIP (Score of 6 in each Reading, Writing, Listening and Speaking),
  - Cambridge English Assessments (Score 162); or
  - In-house English Language Test (Score 35 – 50).

Note that the most recent attempt at any language proficiency test supersedes any previous attempts or requirements

### Advanced Standing

- 4.7 Students may apply for Advanced Standing (credit for prior learning) at the time of admission. All applications are assessed under the provisions of the Advanced Standing Policy and Procedure.

### Additional Admission requirements per program

- 4.8 Each program has its own set of admission requirements; below indicates the PTIB approved admission requirements for each of the current programs CNIB offers.
- Accounting and Payroll Administrator
- Grade 12 diploma (or equivalent) or mature student status.
  - Mature students must successfully complete an admissions test.
  - Attend a personal interview.
  - 25 WPM. Fundamental understanding of basic computer concepts.



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Business Administration - Year 1	<ul style="list-style-type: none"> <li>• Grade 12 diploma (or equivalent) or mature student status.</li> <li>• Mature students must successfully complete an admissions test.</li> <li>• Attend a personal interview. 25 wpm; basic knowledge of pc and the internet.</li> </ul>
Medical Office Assistant With Unit Clerk	<ul style="list-style-type: none"> <li>• Grade 12 diploma (or equivalent) or mature student status with successful completion of CAST testing.</li> <li>• Attend a personal interview.</li> <li>• Clear criminal records check.</li> <li>• Min. 18 on Wonderlic.</li> <li>• Other medical tests (ie. TB Test) or proof of vaccinations (ie. Hepatitis B) may be required by industry prior to placement.</li> <li>• Adequate level of physical health to be able to fulfill job requirements (as stated in self-assessment). Basic knowledge of PC and the Internet.</li> <li>• Good command of the English language.</li> <li>• Completion of standard registration form</li> </ul>
Web Designer	<ul style="list-style-type: none"> <li>• Grade 12 diploma (or equivalent) or Domestic Mature students must successfully complete an admissions test and attend a personal interview</li> <li>• demonstrate basic knowledge of PC and Internet.</li> <li>• International students should submit the English language Proficiency Assessment - IELTS 5.5 bands or equivalent</li> <li>** Following Tests/scores are accepted as IELTS Equivalent assessment tests for English Language Proficiency: <ul style="list-style-type: none"> <li>• TOEFL Academic (Score 46-59),</li> <li>• Pearson (PTE) Academic (Score 43-50),</li> <li>• CELPIP (Score of 6 in each Reading, Writing, Listening and Speaking),</li> <li>• Cambridge English Assessments (Score 162),</li> <li>• In-house English Language Test (Score 35 – 50)</li> </ul> </li> </ul>
Advanced Diploma of Business Administration	<ul style="list-style-type: none"> <li>• Successful completion of Diploma of Business Management at Canadian National Institute of Business with minimum Pass score of 60%</li> </ul>
Advanced Diploma of Business Management	<ul style="list-style-type: none"> <li>• Successful completion of Diploma of Business Management at Canadian National Institute of Business with minimum Pass score of 60%</li> </ul>
Diploma of Business Administration	<ul style="list-style-type: none"> <li>• 19 years of age or older; Grade 12 or equivalent and successful completion of admissions interview</li> <li>• Mature students without Grade 12 or equivalent: successful completion of admissions interview and Canadian Alternative Achievement assessment by the college</li> <li>• International Students: For Language proficiency IELTS 5.5 overall band or equivalent assessment, OR In-house entrance language test with admission interview</li> <li>** Following Tests/scores are accepted as IELTS Equivalent assessment tests for English Language Proficiency: <ul style="list-style-type: none"> <li>• TOEFL Academic (Score 46-59),</li> <li>• Pearson (PTE) Academic (Score 43-50),</li> <li>• CELPIP (Score of 6 in each Reading, Writing, Listening and Speaking),</li> <li>• Cambridge English Assessments (Score 162),</li> </ul> </li> </ul>

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- In-house English Language Test (Score 35 – 50)

## Applications

- 4.9 Applications for admission to a course shall be made on the prescribed form, with all relevant sections completed, and lodged in the manner prescribed on the form.

## Assessment of Applications and Verification of Evidence

- 4.10 All applications for admission to a course will be assessed by an Admissions Officer. Applicants who apply to undertake a program of study at CNIB must submit documentary evidence that demonstrates they meet the published entry requirements for their chosen program. Certified copies of all documentation must be provided, or original documents can be sighted and certified by the Admissions Officer.
- 4.11 Qualifications submitted in a language other than English must be accompanied by a certified official translation.
- 4.12 Where there is any doubt about the authenticity of any documentation provided, the Admissions Officer must correspond with the issuer of the document and make relevant enquiries.
- 4.13 All applications and their assessment will be validated by the SEA. The process for assessing applications is attached as **Appendix 1**.

## Offers

- 4.14 Subject to the application meeting the published entry criteria and documentation provided, a written offer in the course will be made to the applicant via a Conditional Letter of Acceptance. Any conditions of the offer will be detailed in the Contract.

## Acceptance

- 4.15 Applicants accept the offer of a place in the course by signing and returning a copy of the Conditional Letter of Acceptance as directed. Acceptance of an offer of a place shall be taken to constitute acceptance by the applicant of all published policies and procedures of CNIB.
- 4.16 Once an offer is accepted, the applicant is enrolled in their chosen course and sent a Unconditional Letter of Acceptance letter with details about the course and arrangements for student orientation.

## Cancellation of Enrolment

- 4.17 A student's enrolment may be cancelled in accordance with *Student Dismissal Policy and Procedure*.

## Appeals

- 4.18 An applicant may appeal against a decision to refuse admission to a course through the *Student Dispute Resolution Policy and Procedure*.

## 5 DEFINITIONS

### Admission

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Admission is the application into a program.

## Admission requirements

Admission requirements are the skills, knowledge and/or other background a student must have to be admitted to a program and that make it likely the student will successfully complete the program.

## Course

A course is a part of a program. A program may include one or a series of courses.

## Enrolment contract

An institution must enter into a written contract when a student is enrolled in a program. Different contract standards apply to approved programs and programs that do not require approval.

## International student

A student who is not a Canadian citizen or permanent resident of Canada.

## Letter of acceptance

A letter issued by an institution for the purposes of Immigration, Refugees and Citizenship Canada processing an international student's application for a study permit.

## Program

A program may consist of one course or a series of courses of training or instruction

## 6 RELATED DOCUMENTS

### Documents

- Application Form
- Advanced Standing Policy and Procedure
- Confirmation of Enrolment
- Letter of Offer
- Student Contract

## 7 FEEDBACK

7.1 CNIB staff and students may provide feedback about this document by emailing [compliance@cnibbc.ca](mailto:compliance@cnibbc.ca)

## 8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Senior Education Administrator
Administrator	Admissions Officer and Campus Administrator

## 9 APPENDICES

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## Appendix 1: Procedures for Assessing an Applicant's qualifications, experience, and English Language Proficiency

