

---

Policy Title:	Admissions	Policy Version:	V5
Policy No:	9010	Approval Date:	October 23, 2017
Original Submission Date:	2011, revised Oct 2016, Oct 2017	Effective Date:	October 23, 2017
Approval Body:	Academic Council	Revision Date:	October 2019

---

## Policy Statement

Acsenda School of Management (ASM) invites applications from all individuals who meet the stated admission requirements. Applicants will be assessed according to the admission criteria and their potential to be successful in their intended program of study. The intention is to admit all qualified applicants; however ASM reserves the right to cap enrolments where required.

## Purpose

This policy outlines the academic and other admission requirements for any person applying to be admitted to any program at ASM.

## Scope

ASM has a 'rolling admissions' policy meaning that applications for admission are accepted and processed any time throughout the year. The term start date will be indicated on the Letter of Offer and the Letter of Acceptance.

Applicants are expected to be in good standing with previous academic institutions that they have attended.

Where applicants apply to enter a program of study that is being offered in partnership with another institution/agency/organization, they must meet the requirements specified in the relevant articulation or partnership agreement.

## Admission Requirements

To be admitted into a degree program at Acsenda School of Management, applicants must be sixteen years of age or older by their first day of attendance and meet the minimum admissions requirements outlined below. Applicants may also be considered for admission under special circumstances as indicated in Categories of Admission.

### Canadian Applicants

Canadian applicants are Canadian citizens or permanent residents of Canada.

Applicants must be a secondary school graduates with the equivalent of British Columbia Grade 12 Diploma, a minimum average of C+ in Grade 12 courses, and minimum grades of C+ in Grade 11 Math and Grade 12 English. Completion of Grade 12 math is recommended.

A minimum grade of less than C+ in English 12 will require the student to take additional testing to demonstrate competence in the effective use of English.

Students who have graduated from an academic secondary school program (Grade 12) in the Yukon, Northwest Territories, Nunavut, Alberta, Saskatchewan, Manitoba, Ontario, New Brunswick, Nova Scotia, Prince Edward Island, and Newfoundland and those from Quebec who have completed one full academic year at CEGEP are considered to have the equivalent of a Grade 12 high school diploma from British Columbia. Ontario high school graduates prior to 2003 will be required to have completed six Ontario Academic Credit (OAC) courses or Grade 13.

Students who have completed the Provincial Diploma (Adult Basic Education completion) will be considered to have the equivalent of B.C. secondary school graduation for admission purposes. However, the business program requires specific secondary school level

courses for entrance, e.g., Math 11, English 11, English 12 or equivalent courses. Students must provide an official transcript showing a final grade of C+ or higher in the appropriate subjects to be considered for the regular student category.

### International Baccalaureate and Advanced Placement

Canadian or international graduates from the International Baccalaureate (IB) program and Advanced Placement programs are eligible for admission and may receive course credit for first year undergraduate courses. IB diploma graduates must have a minimum score of 24 points and at least three (3) Higher Level, and three (3) Standard Level courses including English and Math. If only Certificate courses have been completed, admission will be based on the high school curriculum. For students who present results of one or more Advanced Placement (AP) courses, admission will be based on the highest of either the AP score or the approved course grade of an equivalent course in the curriculum being followed by the applicant.

The grade conversion scales used to determine admission based on official AP and IB results are as follows:

IB Grade	% Equivalent	AP Grade	% Equivalent
7	96	5	96
6	90	4	86
5	86	3	80
4	76	2	70
3	70		
2	64		

Students who have completed the IB diploma are eligible for between 18 to 30 credits for first year courses depending on the courses completed. IB students must have a grade of 4 or higher in each course eligible for transfer credit. Students who have completed Advanced Placement (AP) courses with a grade of 4 or higher may be considered for first year course credit on a case by case basis.

### International Applicants

An international applicant is defined as an individual who is neither a Canadian citizen nor a permanent resident of Canada. Exceptions include students whose status is one of the following:

- Ministerial permit claiming refugee status;
- Diplomatic visa or dependent of a person on a diplomatic visa;
- Restricted employment authorization or dependent of a person on a restricted employment authorization.

International applicants who apply for admission after completing secondary school must meet the same academic admission standards required for Canadian applicants (equivalent to a Grade 12 Diploma with an overall average of C+ and grades of C+ or higher in English 12 and Math 11).

Additionally, all international applicants whose first language is not English must provide proof that they meet the English proficiency standards required for admission to ASM.

Applicants must have graduated from an education institution accredited by one of the regional or national accrediting bodies, or the Ministry of Education (or equivalent) of that country

Because of the differences in world educational and grading systems, satisfactory completion of secondary school is not necessarily an acceptable basis for admission to first year. ASM reserves the right to determine whether or not a student is eligible for admission and to determine what transfer credit, if any, may be granted.

International students who have graduated from accredited schools in American or British patterned education systems will be required to meet the following academic standards for admission:

#### *American School System*

Students must have graduated from an accredited academic or college-prep program and have four (4) years of English (not ESL) to the senior level and three (3) years of math to the senior level with a cumulative average of 65% in math; and at least three (3) other senior academic subjects. Standardized tests such as SAT or ACT are not required but good scores on such tests improve an applicant's chances of admission.

#### *British Patterned Education System*

Students must have standing in at least five (5) subject areas, including English and Mathematics, with at least three (3) A levels including English or six (6) subject areas at the Advanced Subsidiary Level. A subject may not be counted at both A-level and O-level. Mathematics will be accepted at the O-level with a minimum grade of C+. The admission average is calculated on at least two (2) O-levels, and three (3) A-levels or six (6) Advanced Subsidiary Levels. Students who present subjects at the A-level with minimum grades of B may be granted first-year transfer credit for those subjects if applicable to the program of study at ASM.

A General Certificate of Secondary Education (GCSE), certified by the school is required.

## **English Language Admission Requirements**

English is the language of instruction at Acsenda School of Management. Applicants whose first language is not English or who have completed their education in another language must demonstrate English language proficiency prior to admission in the following areas: listening, reading, speaking and writing. Proof of English proficiency can be accomplished by one or more of the following means:

1. Successful completion (normally within two years of the date of application) of one of the following English Language Proficiency tests with the minimum scores listed below:
  - International English Language Testing System (IELTS) - 6.5 or higher with no band less than 6.0
  - Test of English as Foreign Language (TOEFL) - 84 iBT; 560 (Paper-based)
  - Canadian Academic English Language Assessment (CAEL) - Band 70
  - Pearson Test of English (PTE - Academic) - 60
  - Michigan English Language Assessment Battery (MELAB) - 80
  - Canadian Language Benchmarks (CLB) - 8
  - Common European Framework of Reference (CEFR) - C1
  - Cambridge Advanced English Test (CAE) - C
  - ASM's English Proficiency Test – 80
2. Graduation from Grade 12 with a minimum grade of C+ or better in English 12 Composition or English Literature or the equivalent qualifications in Canada.
3. Graduation from Grade 12 with a minimum grade of C+ or better in English 12 or the equivalent at an International School with English as the language of instruction. International schools that use English as the language of instruction but operate in countries where the principal language is not English include the following: International Baccalaureate diploma programs, schools that are accredited members of the Council of International Schools (CIS), US regionally accredited schools, and provincially authorized schools offering full Canadian curricula to the Grade 12 level (non-ESL).
4. Graduation from a recognized degree program at an accredited post-secondary institution at which English is the primary language of instruction in a country where English is a principal language.
5. Successful completion of six credits of post-secondary first-year English studies at an accredited Canadian post-secondary institution with a C+ or in a country where English is a principal language.

6. Successful completion of four or more consecutive years of full time education in English in Canada or at an accredited school in a country where English is a principal language.
7. Successful completion of an approved English program at one of ASM's English School partners based on the terms described in the agreement with each partner school.
8. Successful completion of the EAPP100 (English for Academic Purposes) course at Acsenda School of Management with a grade of C+ or higher.

ASM reserves the right to request proof of English proficiency by means of the English Proficiency Tests indicated above at any point during the application process.

Countries accepted as having English as a principal language will be listed in the Academic Calendar and updated at least annually.

### English for Academic Purposes (EAP)

Students may be admitted to an academic program that requires them to complete an EAP course(s) as part of their program of study. EAP courses require between 126-168 hours of study over twelve weeks and focus on improving academic English skills – listening, speaking, reading, and writing – to the level necessary to succeed in a business degree program.

There are two EAP courses:

- EAP3 is designed to improve the core English language skills of students, while preparing them for academic studies. The entry requirement for EAP3 is IELTS (Academic) 5.5 with no band below 5.0 (or equivalent). EAP3 is not for credit. Students may take one academic course concurrent with EAP3.
- EAPP100 is a three (3) credit course designed to provide students with the necessary language and academic skills for successful completion of degree program requirements. The English language proficiency requirement to enrol in EAPP100 is IELTS (Academic) 6.0 with no band lower than 5.5 (or equivalent). Students in EAPP100 may take up to two academic courses concurrent with EAPP100.

Students must successfully complete the EAP3 course with a grade of C+ or higher in each component in order to progress to EAPP100 and to continue with their program of study.

Any student who does not demonstrate acceptable English language skills during their course of study at ASM may be required to complete an EAP course.

### English Proficiency Test

The English Proficiency Test (EPT) is offered by ASM as an option for applicants to demonstrate English proficiency. The objective of EPT is to determine whether applicants qualify for admission with or without the requirement to complete the EAP3 or the EAPP100 course(s).

The written component of the EPT assesses the following: Sentence Structure, Standard English Usage, Word Usage, Reading Comprehension and Essay Writing. The oral (speaking) component determines the ability to communicate in everyday practical and social situations. As part of the EPT, an interview is conducted by the EAP Coordinator or a qualified EAP instructor.

### Official Documents

Official transcripts are required for all applicants to ASM. Applicants must ensure that official copies of all required documentation including transcripts of past education are submitted to ASM as specified. Official secondary school or post-secondary institution transcripts must be sent directly to ASM from the institution attended. Official transcripts presented by an applicant upon arrival on

campus to the Registrar in a sealed envelope bearing the issuing institution's embossed seal, chop, stamp or other official marking over the enclosure to the envelope will also be permitted. Neither unsealed transcripts nor notarized copies will be accepted.

Official transcripts are required to determine transfer credits from courses completed at the postsecondary level. ASM may also require transcripts from any non-Canadian source to be vetted by a recognized credential verification service.

If final official transcripts or other official documents are not available at the time of application, conditional admission may be based on copies of the applicant's original transcripts or notarized copies. Official transcripts must be produced upon registration for the academic term or the student will not be enrolled.

Applicants who submit fraudulent or misleading documents, records or information will not be admitted or will be dismissed from ASM.

Applicants who are unable to submit official transcripts may file a written statement explaining why they cannot meet this requirement. These petitions will be reviewed by the Registrar.

Students whose official transcripts indicate that they are under suspension at another post-secondary institution will not be considered for admission until after the period of suspension imposed by the other institution.

In addition to official transcripts and other documents pertaining to an applicant's credentials, the Enrolment Services Office must receive, if required:

- Copies of a valid study permit and a passport
- Proof of English language proficiency

There will be cases where the Registrar may require additional documentation to evaluate suitability for admission.

The Registrar and/or the Academic Standards Committee reserve the right to specify conditions concerning an individual student's admission or re-admission consistent with approved policies.

## Categories of Admission

Applicants may be admitted in one of the following categories:

### Regular

This category of admission applies to those who meet the admission requirements for Canadian or International secondary school graduates. The Regular student category also includes those who have completed courses at another recognized post-secondary institution and wish to transfer into, or complete, a degree program at ASM must provide official transcripts to demonstrate the following:

- Completion of at least 18 credits for academic courses completed at the post-secondary degree level
- An overall average of 2.0 or higher for courses completed
- Good standing with the post-secondary institution where the credits were earned
- English proficiency requirements for admission to ASM

### Provisional

This category of admission applies when official documentation such as official transcripts are pending. If these documents, as specified in the Letter of Acceptance, are not received by the final date for registration, the applicant will not be admitted to ASM.

Provisional admission also applies to students registered in Grade 12 at a Canadian high school or an accredited International high school with equivalent Grade 12 who apply for early admission following successful completion of at least two thirds of their final year towards earning a diploma. A provisional decision will be made based on the student's current grades and a provisional offer of admission may be issued to applicants who are students in good standing and have demonstrated consistent academic performance with a minimum overall average of 65% and grades of C+ or higher in English (Grade 12) and Math (Grade 11). Official transcripts will be required to verify admission requirements before a Letter of Acceptance will be issued. ASM reserves the right to withdraw the provisional admission where the applicant does not meet the conditions for admission.

## Access

Admission under this category is reserved for exceptional circumstances and applies to students who are currently enrolled or were recently enrolled at a Canadian post-secondary institution. Applicants are given the opportunity to take a limited number of courses to improve their grades with the intention of gaining admission to ASM or another post-secondary institution. Approval of the Dean is required. Normally, the number of credits permitted as an “Access Student” is limited to four courses. Admission as an “access” student does not guarantee subsequent transfer to the “regular” student category. An access student must pass all courses attempted in the first term with a minimum GPA of 2.0 before they may be officially considered for admission as a regular student.

Access applicants whose first language is not English are required to satisfy the English language admission requirements in the same way as applicants to a degree program.

Applicants to the Access Student category who have been required to withdraw from any post-secondary institution must submit transcripts. Students with unacceptable prior academic records may be required to complete further courses at another institution to achieve a GPA of at least 2.0. Students who have been required to withdraw more than once at another institution for less than satisfactory academic performance, or who have been required to withdraw for academic misconduct, will not be accepted under any student category at Acsenda School of Management.

## Mature Student

This category is intended for Canadian applicants who have not graduated from Grade 12 but are at least 21 years of age and have demonstrated an ability to handle university courses through their work experience or other intellectual pursuits. This may include, for example, recent completion of grade 12 GED, completion of a diploma program, record of achievement at work, and evidence of intellectual pursuit or ability to handle intellectual material. Letters of reference or additional documentation are normally required to support the decision to admit under this category. Prior Learning Assessment processes may apply. The decision to admit must be approved by the Dean of the program.

Acsenda School of Management reserves the right to determine whether or not an applicant can be considered admissible or classified as a mature applicant. Once admitted under the “mature” category these students will become, upon registration, a “regular” student and therefore must achieve and maintain the minimum academic required of “regular” students.

## Visitor

These are students who have been allowed to enrol in a specified number of courses at ASM for transfer of credit(s) to their home institution. The Registrar requires a Letter of Permission (LOP) from the student’s home institution granting permission for the student to attend ASM as a visitor. The LOP must indicate that the student is in good standing, specify the status of courses to be taken (e.g. for credit or not), the number of courses or credits permitted for transfer credit and the duration of enrolment not to exceed nine (9) courses. Appropriate forms designed by the home institution will be accepted in lieu of an LOP. Additionally, the Office of the Registrar at Acsenda School of Management must receive either an official transcript of the visiting applicant’s academic record or a letter from the Dean of the Faculty or from the Registrar confirming that the student is in good standing at his or her home institution. Visiting students should ensure that their home institution will award transfer credit for courses taken at ASM. If credit is to be recognized at the intended level, formal arrangements must be made between and approved by both the sending (host) and the receiving (home) institutions.

## Auditor

Individuals who wish to acquire knowledge through attending structured academic courses without the obligation of writing examinations may be permitted to enrol as auditors. Written permission of the Dean and the course instructor is required. Limits are placed on the number of individuals accepted as auditors and they are not enrolled where space is required for regular students. Students who audit a course do not receive a grade or credits for the course; however, the notation “Audit” will appear on the permanent record beside each course substantively audited.

Audit students are not required to write formal examinations or assignments. They are expected to attend classes and engage in class discussions with direction from the instructor. An audit fee will apply to auditors except for ASM alumni. If the Registrar’s Office is notified of inadequate attendance (normally less than 70%), or disruption of the class, the student will be withdrawn from the course and will be assigned a “WD” (Withdrawn) standing. Application and registration are in accordance with current Registrar’s Office procedures.

## Second Degree

Applicants who already hold a recognized undergraduate or higher level degree may apply for admission if their previous degree was significantly different from the degree they wish to earn at ASM. Applicants with graduate level degrees will not be admitted to an undergraduate degree in the same field of study.

Second degree applicants must have a minimum overall GPA of 2.0 and have earned a post-secondary degree that is equivalent to or higher than a four year bachelor's degree in Canada.

Applicants who wish to obtain another bachelor's degree in a concentration (major) different from their first degree will be permitted to complete a program approved by the Dean to earn a second degree. The prerequisite and major subject course requirements essential to the completion of the second degree requirements must be met.

Credits earned from a previously completed undergraduate degree may be applied to meet the requirements for a second degree. Transfer credits will be assessed on a case by case basis. Students admitted in this category must complete at least 30 credits at ASM to satisfy the minimum residency requirements.

## Unclassified

These are applicants who are not visiting students but wish to take particular courses at ASM for interest or career purposes (e.g. to meet the requirements for a professional designation). Applicants must demonstrate that they have the knowledge or experience in the subject area that would be equivalent to meet the pre-requisites for the course. Enrolment in courses under this category will be subject to approval of the Dean. Students registered in this category are not earning a credential at ASM.

## Transfer Credit

Students may apply for transfer credit for courses completed at another recognized post-secondary institution according to the policy on Transfer Credit. ASM abides by the principles of the BC Council on Admission and Transfer and the Pan Canadian Protocol on the Transferability of University Credits. Official transcripts are required for review of transfer credits. ASM may also require transcripts from a non-Canadian institution to be evaluated by a recognized credential verification service before transfer credit will be assessed. Additional information such as course outlines may also be required to ensure that there is a reasonable match with the comparable course at ASM and/or with ASM program requirements. Residency requirements and pre-requisites apply to the number and type of courses that may be accepted for transfer credit.

Credits may be routinely granted by the Registrar's office, based on an existing articulation agreements and the policy on Transfer Credit. Otherwise, requests for transfer credit will be referred to the Dean. The current list of acceptable transfer courses from other institutions in the Province of British Columbia can be found on the web site maintained by BCCAT: <http://www.bccat.bc.ca>.

Course currency may be considered for assessment of transfer credit. Applicants may be asked to submit a letter to the Registrar explaining why their knowledge in the subject area(s) is current due to work experience, additional training or education in the field; or they may be asked to go through Prior Learning Assessment. Departments/programs may establish time limitations for currency of courses in certain subject areas where it is appropriate.

The Dean's decision on transfer credit requests is final.

## Prior Learning Assessment

Applicants must be accepted for admission to a specific program before they may apply for Prior Learning Assessment. The policies on Prior Learning Assessment and Recognition (PLAR) and Prior Learning Assessment Challenge Exam will apply.

## Persons with Disabilities

Individuals with physical or diagnosed learning disabilities should contact the Registrar to determine if and/or how their needs can be accommodated. The ASM campus is wheelchair accessible.

## Deferred Admission

A student may defer their start date for up to a maximum of one (1) year from the date that the application for admission was approved. The student must inform the Registrar's Office in writing of the decision to defer admission. After one year, the offer of admission is no longer valid and the student must re-apply for admission. ASM reserves the right to apply any change of tuition and other fees and program requirements during the deferral period.

## Readmission

Students who have been inactive for two or more terms and not on an approved leave of absence and have been withdrawn may apply for readmission and submit the appropriate fee. Students who have been withdrawn from the program for failing to meet the minimum academic standards may apply for readmission after two academic terms if they have achieved a C or better in courses taken at another recognized postsecondary institution. Approval of the Dean is required. Students who have been withdrawn as a penalty for academic or other misconduct may not apply for readmission.

Students on suspension for an academic or other misconduct may return to a program of studies immediately following the end of their term of suspension.

## Appeal of Admission

Applicants denied admission or readmission and who can demonstrate extenuating circumstances or provide information not presented initially may appeal that decision by writing to the Registrar no later than thirty (30) calendar days from the date of the letter in which admission was denied.

The applicant must submit an appeal with any additional documentation in writing to the Registrar. The Registrar will consider the appeal and if denied, the applicant may submit a Letter of Appeal to the Dean who will respond within ten (10) days of receiving the appeal. The decision of the Dean is final.

## Notification of New Admission Criteria or Course Prerequisites

New or revised admission criteria will be published in Acsenda School of Management public documents and online before they are implemented in order to provide adequate lead time for prospective students to fulfill the requirements without delaying their educational progress.

## Definition

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Dean	The 'Dean' refers to appropriate academic program head.
Enrolment	Enrolment occurs when a student signs the enrolment contract and the Registrar has determined that all conditions for admission and official documentation have been met.



Letter of Offer	A Letter of Offer (LOO) is issued to applicants when the Registrar has determined that the applicant meets the requirements for admission based on the information provided but when there are conditions before a Letter of Acceptance (LOA) may be issued. These conditions may include official transcripts, acquisition of a study permit, proof of English proficiency, and a tuition deposit.
Letter of Acceptance	A Letter of Acceptance (LOA) is issued when the student has paid a required deposit or when conditions for admission have been met.
Official transcript	Official transcripts are defined as either original transcripts or certified copies of the original document signed by the Principal or Registrar of the issuing institution and sent directly to the Office of the Registrar at Acsenda School of Management by the issuing institution.
Provisional Admission	Provisional admission means that official documents are required before a Letter of Acceptance can be issued or a Letter of Acceptance has been issued that includes conditions for official documentation to be received and verified.
Rolling Admission	Applications for admission may be received at any time and admission decisions will be made as applications are received and reviewed. Deadlines for each term start may be established.

## Related legislation

## Related policies

Policy Number	Policy Title
9000	Transfer Credit
9003	Residency Requirements
9005	Prior Learning Assessment & Recognition (PLAR)
9006	Prior Learning Assessment Challenge Exam

## Responsibility

Applicants are responsible for reviewing the current Academic Calendar and informing themselves about program requirements and admissions standards.

Applicants are responsible for providing all documentation and fees required for admission.

International applicants are responsible for obtaining their student visa and study permits.

Recruitment staff are responsible for ensuring applicants and their agents understand academic programs and admissions policies and requirements.

The Admissions Coordinator is responsible for ensuring that all application files are complete. The Enrolment Services Office is responsible for processing applications for admission; the Registrar approves and signs all Letters of Offer and Letters of Acceptance.

The Registrar determines when conditions have been met that allow for final admission (registration) of a student.

The Registrar's Office is responsible for the maintenance of all admission and student records.

The Registrar is responsible for updating and revising this policy document and for ensuring that any information related to this policy is accurately presented in the Academic Calendar.

The Dean is responsible for providing advice to applicants who need specific counselling on academic readiness or program suitability.

The Dean has final decision making authority for exceptions to this policy and for formal appeals of admissions decisions made by the Registrar.

Academic Standards Committee is responsible for reviewing this policy and recommending approval to Academic Council

Academic Council has the authority to approve this policy.

---

Policy Title:	Admissions	Policy Version:	
Policy No:	9050	Approval Date:	October 23, 2017
Original Submission Date:	2011, revised Oct 2016, Oct 2017	Effective Date:	October 23, 2017
Approval Body:	Academic Council	Revision Date:	October 2019

---

### Application Process

Acsenda School of Management has a quarterly semester system with four academic terms per year starting in January, April, July and October. Applications for admission are accepted on a rolling admissions basis and are processed any time throughout the year.

The Letter of Acceptance will determine the term start date. Once admitted, students must meet the deadline for registration for the designated term start.

To be considered as an applicant for admission all supporting documents must be submitted to the Admissions Coordinator including:

- A signed application form completed in full
- A copy of the passport or other government issued photo identification
- Official transcripts sent directly from the relevant secondary or post-secondary institution to the Registrar's Office. If in a language other than English, the official document must be accompanied by a certified English translation
- A non-refundable application fee along with proof of payment
- For transfer students from Canadian post-secondary institutions:
  - proof of completion (official transcripts, diplomas and certificates) of at least 18 credits with an average of C grade or better from a college or university
- For International students:
  - Pre-paid tuition fees for the first term of the program must be received by ASM before an official Letter of Acceptance will be provided.
  - A copy of the valid study permit must be provided prior to enrolment (registration).
- English Proficiency test scores (if required) sent directly from the testing agency
- Other documents as requested by the Registrar.

### Review Process

The Admissions Coordinator will review the application for completeness and suitability before passing it to the Enrolment Services Office for eligibility assessment and document verification.

For domestic applicants, once the Office of the Registrar has confirmed the documentation and completeness of the application a Letter of Acceptance (LOA) is issued to applicants who meet the admission requirements. A Letter of Offer (LOO) may be sent to applicants who meet the admission requirements but additional documentation or conditions must be met before a Letter of Acceptance (LOA) will be issued.

For International Students, a Letter of Offer (LOO) will be issued once the Registrar has determined eligibility for admission. That letter may specify any conditions or additional documentation required to complete the admission requirements. When the pre-paid tuition deposit has been received and payment has been verified, a Letter of Acceptance (LOA) will be issued. The Letter of Acceptance will include any conditions that must be met prior to enrolment (registration).

Transfer credit requests will be evaluated by the Office of the Registrar following receipt of all official transcripts and assessment by an approved credential evaluation service, where required. The Registrar's office may provide a provisional transfer credit

evaluation based on copies. Official recognition of transfer credit will be subject to receipt of official transcripts and other documents as specified.

## APPENDICES

Policy Title:	Admissions	Policy Version:	
Policy No:	9050	Approval Date:	October 23, 2017
Original Submission Date:	2011, revised Oct 2016, Oct 2017	Effective Date:	October 23, 2017
Approval Body:	Academic Council	Revision Date:	October 2019

### APPENDIX A: List of countries - English is a Principal Language

International applicants who graduate from a recognized degree program or who complete four years of full time study in English at an accredited school in the countries listed below will normally be accepted as meeting the English proficiency requirements.

- American Samoa
- Anguilla
- Antigua & Barbuda
- Australia
- Bahamas
- Barbados
- Bermuda
- Belize
- Botswana
- British Virgin Islands
- Cayman Islands
- Dominica
- Falkland Islands
- Fiji
- Gambia
- Ghana
- Gibraltar
- Grenada
- Guam
- Guyana
- Ireland
- Jamaica
- Kenya
- Lesotho
- Liberia
- Malta
- Mauritius
- Montserrat
- New Zealand
- Nigeria
- Philippines
- Seychelles
- Sierra Leone
- Singapore
- South Africa
- St. Helena
- St. Kitts & Nevis
- St. Lucia
- St. Vincent & the Grenadines
- Trinidad & Tobago
- Tanzania
- Turks & Caicos Islands
- Uganda
- United Kingdom
- USA
- US Virgin Islands
- Zambia
- Zimbabwe