



## EDUCATION POLICY ADMISSIONS – ENTRANCE REQUIREMENTS

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**EFFECTIVE:** November 1980  
**REVISED:** November 2008  
**RELATED POLICIES:** [Foreign Learners - International Education Referrals](#)

### POLICY

The College admits learners with completed applications, on a first-completed, first-accepted basis.

### PROCEDURE

1. **Waitlists:** Admission to the College does not guarantee entry when a program is oversubscribed. The learner will be placed on a waitlist until a seat is available for the next program intake date.
2. **Special Case - Entrance Requirements:** The Dean will determine final acceptance or non-acceptance of those learners not meeting entrance requirements.
3. **Deposits:** A non-refundable deposit is required at the time of admission in order that the learner confirm his/her acceptance of a seat. This deposit will apply towards the cost of the learner's tuition.