

## **ADMISSIONS POLICY-Global**

Classification: Academic

Responsible: Students

Executive Sponsor: Vice-President, Global

Approval Authority: Robertson College Leadership Team

Date First Approved: December 22, 2022

Date Last Reviewed: N/A

Scheduled Review Date: December, 2024 (or as needed)

### **A. PURPOSE**

The Admissions Policy provides a framework for standards and processes for admission into Robertson Global Programs.

### **B. SCOPE**

This Policy applies to all international applicants for admission to Robertson Global courses and programs, and teams responsible for communicating information about admissions and teams responsible for evaluating applications.

### **C. DEFINITIONS**

<b>Term</b>	<b>Definition</b>
Global Academic Program	An Academic Program is any course of study that leads to the award of a certificate, diploma or advanced diploma for Global Students
Criminal Records Documents	Criminal Records Document refers to Adult Abuse Registry, Criminal Records Check, Child Abuse Registry Check, Vulnerable Sector Search, or any other similar document.

International Student	A student who is neither a Canadian citizen or a permanent resident.
Official Transcript	An Official Transcript refers to any unopened transcript received directly from the post-secondary institution.
Original Document	An Original Document is the property of the applicant and is provided for the purposes of admission and is intended to be returned to the applicant after the admission process.
Student	A student is an individual who has applied for admission, is currently enrolled, or has previously been a student at Robertson College.
Unofficial Transcript	An Unofficial Transcript is a transcript which falls into any of these scenarios: <ul style="list-style-type: none"> <li>• is not sent directly from the institution to the Robertson Admissions team</li> <li>• was in a sealed envelope but has been opened by the student;</li> <li>• is a photocopy of the original;</li> <li>• was not produced by the issuing institution.</li> </ul>

## **D. POLICY**

Clear admissions processes are integral for transparent and fair student admissions. Robertson Global has a formal admission process that guides the program admissions process.

Individuals admitted to college programs must meet general college requirements and program-specific requirements.

### **1. GENERAL COLLEGE ADMISSION REQUIREMENTS**

#### **1.1 Age**

At the time of enrollment, students must be at least 18 years of age; there is no upper age limit. Students under the minimum age may be admitted with written parental permission.

#### **1.2 English language proficiency**

- a) Applicants must meet or exceed the English language skills as outlined in the English Language Requirement Policy or as outlined in program-specific English Language Requirements.
- b) Applicants for whom English is not a first language must provide proof of English Language proficiency as outlined in the English Language Requirement Policy. Robertson Intensive Academic English level 4 will be considered by Global's Admissions Team as meeting Robertson's English Language Requirement.

### 1.3 Transcript

- a) Applicants must provide an official transcript of the highest level of education completed; at a minimum a high school transcript
- b) Transcripts must demonstrate successful completion of any program-specific requirements.
- c) All international students with a current Canadian study permit, must provide an official transcript of all institutes attended within Canada.
- d) For ACC-Robertson affiliated programs applicants must provide official transcripts from all institutes attended previously.

## **2. ADMISSION STATUS AND REQUIREMENTS**

- a) Global  
For admission as an International student, applicants must meet the general admission requirements as set out in section 1, and any program-specific requirements as indicated in section 3.

## **3. PROGRAM ADMISSIONS**

- 3.1 Further to college requirements, applicants must meet program-specific requirements which may include academic and non-academic requirements such as designate courses, specific

achievement levels, medical or legal certificates, criminal records documents, assessment or testing.

- 3.2 Program-specific admission requirements can also be found on the Robertson College website for all programs. If the applicant has met the admission requirements, an email with the offer of admission letter, payment option form, and an admission package will be sent.
- 3.3 For all ACC-Robertson affiliated programs, Admission & Engagement Specialists will send out the Letter of Acceptance issued by ACC together with the payment plan and the deposit payment receipt.
- 3.4 The Admissions team will provide a clear rationale to unsuccessful applicants as to why they were not admitted to a program.
- 3.5 Program change is considered the same as a deferral. If a student has changed a program, a deferral or program change request may not be granted.
- 3.6 Program change request must be made at least one month prior to start of the program

#### **4. APPLICATION DEADLINES**

- 4.1 For outside Canada  
At least 3 months (Subject to change based on the Study Permit application processing time as per IRCC website)
- 4.2 Inside Canada  
Until the first day of class (Subject to availability)

#### **E. RELATED LEGISLATION**

[Private Vocational Institutions Act and Regulations](#) (Manitoba)  
[List of designated learning institutions by province/territory](#)

**F. RELATED POLICIES**

Confidentiality of Student Information and Records Policy  
English Language Requirement Policy

**G. RELATED MATERIALS AND DOCUMENTATION**

Admissions Application Form  
Acceptance Letter

**Date:** December 22, 2022

**Signatures:**



Belinda Loschiavo  
VP, Robertson Global