

# **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

Term	Definition
Global Academic	An Academic Program is any course of study
Program	that leads to the award of a certificate, diploma
	or advanced diploma for Global Students
Criminal Records	Criminal Records Document refers to Adult
Documents	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:
	• is not sent directly from the institution to
	the Robertson Admissions team
	<ul> <li>was in a sealed envelope but has been opened by the student;</li> </ul>
	<ul> <li>is a photocopy of the original;</li> </ul>
	<ul> <li>was not produced by the issuing</li> </ul>
	institution.

### 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 Roberton'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.

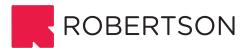
### 2. ADMISSION STATUS AND REQUIREMENTS

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 lease 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

<u>Private Vocational Institutions Act and Regulations</u> (Manitoba) <u>List of designated learning institutions by province/territory</u>



# 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:

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Belinda Loschiavo VP, Robertson Global