

Vancouver Island Institute of Medical Technology

Admission Policy

January 1, 2011

Name of Policy

Implementation Date

Program Coordinator and Senior Administrator

October 26, 2010

Position(s) Responsible

Date of Last Revision

Policy:

Vancouver Island Institute of Medical Technology is committed to enrolling students who meet all of our program admission criteria and who are likely to succeed in meeting their education and career goals.

Procedure:

1. The institution’s receptionist refers all inquiries to the Student Faculty Liaison.
2. The Student/Faculty Liaison provides the prospective student with a potential student packet, and, once the student completes all of the packet requirements, provides them with a date and time to come for an intake interview.
3. The Student/Faculty Liaison reviews the admission criteria for the program with the student to ensure that he/she meets all of the criteria.
4. The Student Faculty Liaison obtains evidence (e.g. transcript, proof of age, etc.) from the student that he/she meets all of the program’s admission criteria and places the evidence in the student file. **The admission criteria can not be waived by either the school or the applicant.**
5. After receiving evidence that the prospective student meets all of the admission criteria, the Student Faculty Liaison prepares a Student Enrolment Contract and meets with the prospective student to review the policies that will affect the student during his/her completion of the program of study and to review the contract. If, after understanding their rights and responsibilities, the prospective student wishes to sign the contract, the admission representative arranges for the prospective student to meet with the Senior Administrator and the Program Coordinator.
6. The Senior Administrator meets with the prospective student to discuss his/her educational goals and commitment to completing the program of study. Financial arrangements for payment of tuition and other fees is also discussed.
7. If the Senior Administrator and the prospective student agree on a financial arrangement, they sign the contract and the school owner delivers a copy of the signed contract, along with a copy of all student policies to the student.