

# ADMISSIONS POLICY

## English for Academic Purposes (EAP), Full-time

### 1. Policy

Hanson Language School (hereinafter called “HLS”) is committed to enrolling students who meet all of the admission criteria and who are likely to succeed in meeting their education and career goals. Students wishing to enroll in the English for Academic Purposes (EAP) program at HLS must meet the admission requirements of that program.

It is the primary responsibility of the School Academic Administrator to ensure that all students enrolled in a program have 1) met the admission requirements for that program, 2) possess appropriate immigration documents if required and hold legal status in Canada, and 3) have paid their full tuition fees prior to the final registration date.

### 2. Procedures

- 2.1. A Recruiting Coordinator or designate meets with the prospective student to explain the available program options and assists them in selecting a program of interest.
- 2.2. The Recruiting Coordinator or designate reviews the admission criteria for the program of interest with the prospective student.
- 2.3. The Recruiting Coordinator or designate collects evidence (see ‘application documents’ below) from the student that he/she has met all the program’s admission criteria and places the evidence in the student’s file.
- 2.4. The admission criteria cannot be waived by either the school or the applicant.

### 3. Application Documents and Admissions

- 3.1. The application documents include:
  - a. A valid student or travel visa, which allows students to study in a course or program that lasts six months or less in Canada, with a minimum of two months before the expiration date;
  - b. Passport copy of photo page, signature page, and visa page;
  - c. Evidence of English language proficiency:
    - For students to be eligible to join English for Academic Purposes (EAP), they must score a minimum of 60% on the placement test or submit proof of an IELTS Overall Band Score of 5.5 (with no band below 5.0).
- 3.2. If all the admission criteria are met, an offer of admission will be issued to the student once the application package has been verified.

## 4. Registration

- 4.1. A School Academic Administrator or designate will prepare a Student Enrolment Contract and the International Student Consent form (for ISP) and meet with the prospective student to review the contract and make available the following documents that may affect the student during his/her completion of the program of study:
- Admission Policy
  - Student Complaints Policy
  - Grade Appeal Policy
  - Statement of Student Rights and Responsibilities
  - Program Outline
  - HLS Testing and Placement Policy
  - Tuition Refund Policy
- These policies can be found at Academic Coordinator.
- 4.2. The Principal or designate will co-sign the Student Enrolment Contract. The Student Enrolment Contract will be stored in the digital student file.
- 4.3. Students must be provided with a copy of their Student Enrolment Contract.
- 4.4. The student will pay the tuition fees for the course. Receipt of payment will be stored in the digital student's file.
- 4.5. Students and/or agents may send inquiries directly by email, [info@hansonlanguageschool.com](mailto:info@hansonlanguageschool.com). Alternatively, arrangements for consultation may be made by contacting the Recruiting Coordinator or designate by phone or email.