



Vancouver TESOL Training Centre - VTTC

Admissions Policy

Date 20/11/2016

Implementation Date

Director of Studies

Position(s) Responsible

Policy:

Vancouver TESOL Training Centre is committed to providing accurate information and guidance to prospective students to ensure they make informed decisions about their program of study. Vancouver TESOL Training Centre's admission criteria are well publicized and applied consistently. Entry assessment tools and admission requirements ensure students have the required language competencies and the basic knowledge, skills and abilities to achieve program outcomes.

Students are provided with the following policies before entering into any contract, including a Letter of Acceptance or student enrollment contract:

- a. Tuition and Refund Policy
- b. Dispute Resolution
- c. Withdrawal Policy
- d. Dismissal Policy
- e. Admissions Policy
- f. Attendance Policy
- g. Program Outline
- h. Language Proficiency Assessment Policy (if applicable)

Procedure

1. Applicants must submit an application form through email or in person.
2. VTTC receives and records applications.
3. Applicants are invited to attend a briefing session and they are informed of the course requirements, layout and policies.
4. Applicants must present a proof of English language proficiency. If they cannot submit an English language proficiency proof, they are invited to sit for a language proficiency test.
5. Approved applicants will submit a copy of photo ID, language proficiency proof and will fill out the enrollment contract.
6. Applicants pay the course fee.
7. Applicants receive the course schedule and materials.