



Admissions Policy

Community Wellness Foundations Certificate — Older Adult Focus

Policy Title	Effective Date	Revision Date
Admissions Policy	Upon Institutional Certification	Version 1.1

This policy is provided to every student before the program start date and is available in the Student Handbook and on the institutional Learning Management System (Tutor LMS).

1. Purpose

This policy sets out the requirements an applicant must meet to be admitted to the Community Wellness Foundations Certificate — Older Adult Focus, and how the institution verifies that each applicant meets them. It reflects the admission and language-proficiency requirements of the Private Training Act and its regulation. In particular, it reflects section 18(2)(a)(ii) of the Private Training Regulation, under which a program's admission requirements must make it likely that students will meet the learning objectives of the program, and it includes the language proficiency requirement required for career training programs.

2. Scope

This policy applies to all applicants to the program. The program is offered to domestic students and is delivered entirely through synchronous distance education.

3. General Admission Requirements

To be admitted, an applicant must meet one of the following:

- successful completion of British Columbia Grade 12, or its provincially recognized equivalent in another Canadian jurisdiction; or
- mature student status — the applicant is 19 years of age or older before the program start date (see section 6).

All applicants must also meet the English language proficiency requirement in section 4, unless they qualify for an exemption under section 5.

4. English Language Proficiency

Applicants whose first language is not English, or who have not completed their secondary or post-secondary education in English, must demonstrate English language proficiency through one of the

following standardized assessments administered by a reputable third party. The institution does not use in-house or self-developed language tests.

Assessment	Minimum score required
IELTS Academic	Overall 6.0, with no individual band below 5.5
TOEFL iBT	Total score of 60
CELP-IP-General	Minimum level 7 in each of listening, speaking, reading, and writing
Duolingo English Test	Overall score of 105

Each accepted assessment is a broadly recognized standardized test that evaluates all four language competencies — reading, writing, listening, and speaking. Test results must be dated no more than two years before the program start date. “Or equivalent” results are not accepted; an applicant must provide a result from one of the assessments listed above.

5. English Proficiency Exemptions

An applicant is exempt from the English language proficiency assessment in section 4 if they provide documentation of one of the following:

- completion of British Columbia English Studies 12, or its provincially recognized equivalent in another Canadian jurisdiction, with a final grade of C+ or higher;
- at least three years of full-time secondary education (or two years where the years completed are at the Grade 10, 11, or 12 level) completed in English in a country where English is a principal language of instruction; or
- at least two years of full-time post-secondary education completed in English in a country where English is a principal language of instruction.

English-language-development courses (for example, ESL or ELL courses) are not counted toward the periods above.

6. Mature Students

An applicant who does not hold Grade 12 or its equivalent may be admitted as a mature student if they are 19 years of age or older before the program start date and meet the English language proficiency requirement. Relevant prior learning or experience may support a mature applicant's admission, but admission as a mature student does not grant academic credit, advanced standing, or exemption from any part of the program. The institution's treatment of prior learning is described in the Prior Learning Assessment Policy.

7. Verification and Documentation of Eligibility

The institution collects and retains documentation demonstrating that each admitted student meets the admission requirements — for example, transcripts or graduation records, language-test results, and confirmation of age. An applicant is not admitted unless they meet the requirements set out in this policy. If a student is admitted without having met the admission requirements, did not misrepresent their knowledge or skills, and the registrar orders a refund, the institution refunds tuition and all related fees in accordance with the Tuition Refund Policy.

8. Records

Admission records are retained in accordance with the institution's Privacy and Records Policy, which provides for retention of Class A student records for at least eight years.

9. Related Policies

This policy operates alongside the Prior Learning Assessment Policy, the Tuition Refund Policy, and the Privacy and Records Policy. Program-specific admission details are also set out in the Program Outline and the Student Enrolment Contract.

10. Contact and Approval

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Approved by: Senior Educational Administrator · Review cycle: Annual