

Admission Policy

EduGlobal College provides ESL programs and hence admits students in this area. Only those students will be admitted to programs, who satisfy admission requirements of the program. EduGlobal College admits students on a first-qualified, first-admitted basis whereby students must satisfy all admissions requirements of the program.

Admission Procedure:

1. The institution receptionist refers all inquiries to the onsite administrator.
2. The onsite administrator meets with the prospective student to discuss the program of interest and makes sure students meet all eligibility requirements of the program. If the student is undecided or unclear about levels of the ESL program, the onsite administrator gives the prospective student information about all levels of the program so that the student can make a decision. All policies of EduGlobal College and program outlines are given to students before any decisions are made.
3. Once the student has decided on a program level, the onsite administrator reviews the admission criteria for the program with the student to ensure that he/she meets all of the requirements. **The admission requirement cannot be waived either by the institute or the applicant.**
4. The onsite administrator obtains evidence (e.g., transcript, proof of id, proof of age, etc.) from the student that he/she meets all of the program's admission criteria and places the evidence submitted by student in the student file.
5. After receiving evidence that the prospective student meets all of the admission requirements, the onsite administrator 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 onsite administrator arranges for the prospective student to meet with the Senior Education Administrator or Director.

6. The SEA or Director 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 are also discussed.
7. If the SEA or Director and the prospective student agree on a financial arrangement, they sign the contract and the school delivers a copy of the signed contract, along with a copy of all policies as well as program outlines to the student.
8. At this stage a student file is created. A student number is assigned to each student and all evidence is kept in the student file.
9. Each student file must contain below items:
 - Signed Student enrollment Contract
 - All Admission requirement evidence
 - Student photo id/evidence of legal status in Canada (student visa copy in case of international student or PR card or passport copy for resident of Canada)
 - Fee receipt

In case of the class being full, the student will be placed on the waitlist and will be allowed to join the course if/when a seat becomes available.