

Admission Policy	Revised Date: May 2025
Next Revision: Jan 2026	

ARV Canada College is committed to enroll students who meet specific program admission criteria, including all academic standards and course requirements. The College is dedicated to helping students succeed in achieving their education and career goals.

Procedure:

- 1) The Admissions Representative will meet with the prospective student to discuss the program of interest.
- 2) Once a prospective student has decided on a program of study, the Admissions Representative will review the admission criteria with the student and gather all pertinent and required documentation evidencing the student has met all requirements. A copy of each document will be placed on the student's file.
- 3) Once it is established the student has met all admission requirements, the Admissions Representative will:
 - a) prepare and review the enrollment contract, along with all relevant policies, with the student.
 - b) discuss financial arrangements for payment of tuition and other fees.
- 4) Once the student and a representative of the College have signed the enrollment contract, the student will receive the following:
 - a. A fully signed copy of the enrollment contract along with program outline, schedule details and
 - b. A copy of :
 - 1) Tuition and Fee Refund Policy
 - 2) Dispute Resolution Policy
 - 3) Grade Appeal Policy
 - 4) Withdrawal Policy
 - 5) Dismissal Policy
 - 6) Language Proficiency Assessment Policy (if applicable)
 - 7) Attendance Policy
 - 8) Sexual Misconduct Policy
 - 9) Respectful and Fair Treatment Policy
 - 10) Use and Disclosure of Personal Information Policy
 - 11) Safety Policy