

Administrative Procedure 300 – Appendix A

STUDENT SELECTION

Background

All potential students must meet all the following criteria to be considered for admission in the Health Care Aide Academy.

Procedures

1. Students must complete an application form filled out and submitted to the admissions department.
2. Must meet ELA requirement
 - 2.1 ESL Students must also meet the requirement for English as a second language proficiency.
3. Clear Current Police Information Check with Vulnerable Sector.
4. All immunizations up to date.
5. Schedule an interview and a tour.
6. Sign enrollment contract and pay a registration fee of \$150.00. This fee will be applied to your tuition.
 - 6.1 Registration fees are refundable up to 4 days after payment has been made during the cooling off period, if the student decides to terminate their registration.
7. Students will receive notification and a confirmation of enrolment letter when all admission requirements have been met.
8. Students are admitted into the program on a first qualified, first accepted basis. If all requirements are met, admission will be granted.

Adopted: May 12, 2021

Reviewed/Revised: March 29, 2023, April 10, 2024