

## Administrative Policy & Procedure 300 – Appendix A

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### STUDENT SELECTION

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

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 non-refundable registration fee of \$150.00. This fee will be applied to your tuition.
7. Students will receive an acceptance letter.
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 TB, August 26, 2024 TB