



Admission Policy

Name of Policy

1 September 2010

Implementation Date

Admissions Advisor/Office Administrator/Campus Director

April 3, 2018

Position(s) Responsible

Date of Last Revision

Policy:

Western maritime Institute is committed to enrolling students who meet all of our program admission criteria and who are likely to succeed in meeting their education and career goals.

Minimum Program Admission Requirements

There are two criteria as to whether a student is qualified for admission to a course/program at Western Maritime Institute:

1. Do they meet the minimum age criteria as published in Transport Publication TP 2293E?
2. Do they meet the WMI course criteria?

Transport Canada TP 2293 Requirements.

Transport Canada requirements are generalized as follows.

1. Training courses including ALL MED course require the applicant to be 16 years of age.
2. Certificate courses require the candidate to be 18 years of age.
3. As per Transport Canada requirements, students must have a Candidate Document Number (CDN) issued by Transport Canada prior to obtaining course certificates for all classes except SVOP, MEDs, and Marine First Aid.

Transport Canada TP 4957 Requirements.

1. At registration, candidates with special needs are to be advised that they may need to bring their own gear for MED training.

Western Maritime Institute Requirements

Western Maritime Institute require all applicants participating in the following classes to sign a WMI waiver at the beginning of the course:



MED Domestic Vessel Safety
MED STCW Basic Safety Training
SOTO Part A and Part C
MED STCW Advanced Firefighting

MED STCW Proficiency in Survival Craft
Bridge Watch Rating course
Small Vessel machinery Operator
MED STCW Refreshers

Web Site and Media Advertising

A statement as to the minimum qualifications shall be included on the Institutes web site and in any advertising in the on-line or print media. Should the entry requirements change from those noted above, the Institute shall immediately be changed to reflect the revised requirements.

Admissions Procedure:

1. The institution's Receptionist refers all inquiries to the admission representative.
2. The admission representative meets with the prospective student to discuss, or discusses on the telephone for out of district students, the program of interest. If the student is undecided about a program of study, the admission representative gives the prospective student information about a number of programs so that the student can make a decision. If the student requires technical information on courses beyond the ability of the admissions representative, the student will be transferred to the Campus Director.
3. Once the student has decided on a program of study, the admission representative reviews the admission criteria for the program with the student to ensure that he/she meets all of the criteria.
4. The admission representative obtains evidence (e.g. transcript, proof of age, etc.) from the student that he/she meets all of the program's admission criteria and places the evidence in the student file.
5. After receiving evidence that the prospective student meets all of the admission criteria, the admission representative prepare a Student Enrolment Contract and meets with the prospective student, or discusses on the telephone with out of district students, to review the policies that will affect the student during his/her completion of the program of study and to review the contract. The Admissions Representative will also discuss with the student, his/her educational goals and commitment to completing the program of study. Financial arrangements for payment of tuition and other fees is also discussed.
6. If, after understanding their rights and responsibilities, the prospective student wishes to sign the contract, the Admissions Representative makes arrangement for the student to sign the contract in person or online via DataWitness.
7. The Admissions Representative then delivers a copy of the signed contract, along with a copy of all student policies to the student.