

Admission Policy

Implementation Date
1 September 2010

Last Revision Date
21 February 2018

Position(s) Responsible
Admission Representative

Authorized by

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.

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.
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.

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7. The Admissions Representative then delivers a copy of the signed contract, along with a copy of all student policies to the student.
8. 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.