

## ADMISSION POLICY & PROCEDURE

Name of Policy	Admission Policy & Procedure
Last Revision	Feb, 2026
Implementation Date	Feb,2026
Position(s) Responsible	Campus Director, SEA, Instructors

Winston College is committed to enroll students who meet our program admission criteria and who are likely to succeed in meeting their education and career goals. The purpose of this policy is to set out the criteria that an applicant must satisfy to be considered for admission at Winston College. This policy ensures that qualified applicants have equality of access to programs or courses regardless of race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, or age. The Admissions policy recognizes and provides an opportunity for advanced placement within a program based upon transfer credits and/or prior learning experience (PLAR) as set out in Winston PLAR statement. The Admissions policy complies with the requirements of PTIRU minimum admission requirements and no waiver to such policy is allowed.

This admission policy is an overall criterion for admission at the Winston College. For specific program admission requirements, students are referred to relevant Program Outline.

### **Admission Requirements**

1. All applicants must be high school graduated or equivalent.
2. Age must 19 years or older to be consider as a Mature student.
3. To be considered for acceptance, applicants must demonstrate at least one of the following language proficiency qualifications.
  - Completion of grades 9-11, including English 11 with a grade of 'C' or higher from a country where English is one of the principal languages, or
  - Completion of 2 years of full-time post-secondary education at an accredited institution where English is the language of instruction. Language development courses (i.e., ELL courses) cannot be included in this calculation. Documentation must be provided in English, or

Winston college considers the following standardize English Language test/ Assessment scores to be at the level of IELTS 5.5 according to PTIRU regulation.

	Name of English Language Assessment/Test	Minimum Score(s) / Level(s)
1.	International English Language Testing System (IELTS) Academic	Minimum overall score of 5.5
2.	Test of English as a Foreign Language (TOEFL) iBT	Minimum overall score of 46
3.	Canadian Academic English Language Assessment (CAEL)	Minimum overall score of 40
4.	Canadian English Language Proficiency Index Program (CELPIP)	Listening 6, Speaking 6, Reading 5, Writing 5
5.	Duolingo English Test (DET)	Minimum overall score of 95
6.	Pearson Test of English (PTE) Academic	Minimum overall score of 43
7.	Cambridge English Qualifications: B2 First (FCE)	Minimum overall score of 160 or Grade C
8.	Cambridge Linguaskill	Minimum overall B2 level
9.	LANGUAGECERT Academic	Minimum overall B2 level
10.	The Michigan English Test (MET)	Minimum overall B2 level
11.	iTEP Academic	Minimum overall score of 3.5
12.	EIKEN	Minimum placement of Grade Pre-1

#### 4. Mature Students:

Applicant must be 19-year-old or older and is Canadian citizen or permanent resident at the start of program. The applicant is a mature domestic student who is facing barriers and cannot access their educational records or provide enough proof of their secondary or post-secondary education as required in this policy above.

- Applicant provides attestation that they have completed at least three years of full-time instruction in English\* in a country where the English is one of the principal languages, and
- Applicant completes an Accuplacer English Assessment (Next Generation: Reading, Writing and WritePlacer) and achieves the following minimum scores:
  - Reading: 230, and
  - Writing: 230, and
  - WritePlacer: 4

Winston college considers education completed in the following countries as counting towards assessment of prior education in English.

American Samoa	Dominica	Lesotho	St. Kitts & Nevis
Anguilla	Falkland Islands	Liberia	St. Lucia
Antigua and Barbuda	Fiji	Malta	St. Vincent & the Grenadines
Australia	Gambia	Mauritius	Tanzania
Bahamas	Ghana	Montserrat	Trinidad & Tobago
Barbados	Gibraltar	New Zealand	Turks & Caicos Islands
Belize	Grenada	Nigeria	Uganda
Bermuda	Guam	Seychelles	United Kingdom
Botswana	Guyana	Sierra Leone	US Virgin Islands
British Virgin Islands	Ireland	Singapore	USA
Canada	Jamaica	South Africa	Zambia
Cayman Islands	Kenya	St. Helena	Zimbabwe

**Admission Procedure:**

1. Winston College's front desk refers all inquiries to the [admission@winstoncollege.com](mailto:admission@winstoncollege.com)
2. The admission support center representative schedule meeting with the prospective student to discuss the program of interest. Admission representatives provide detail information's about Winston programs and facilitates student to make a decision and choose the career path.
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. Either the school or the applicant cannot waive the admission criteria.

5. After receiving evidence that the prospective student meets all of the admission criteria, admission representative prepares a Student Enrolment Contract and meets with the prospective student to review the policies that will affect the student during his/her completion of the program of study and to review the contract. If, after understanding their rights and responsibilities, the prospective student wishes to sign the contract, the admission representative arranges for the prospective student to meet with the Senior Educational Administrator.
6. The Senior Educational Administrator meets with the prospective student to discuss his/her educational goals and commitment to completing the program of study. Financial arrangements for payment of tuition and other fees are also discussed.
7. If the Senior Education Administrator and the prospective student agree on a financial arrangement, they sign the contract and the school owner delivers a copy of the signed contract, along with a copy of all student policies to the student.
8. To study at Winston College all international applicants must obtain a Study Permit prior to entering Canada. Obtaining a Study Permit is the applicants' responsibility. Additional information can be found at Citizenship and Immigration Canada, [Immigration, Refugees and Citizenship Canada | Immigration, Réfugiés et Citoyenneté Canada \(cic.gc.ca\)](#).
9. If a student needs to extend their study permit they must contact the nearest Canadian Immigration Centre 90 days before the expiry on the permit. When an international student on a study permit has been dismissed or withdraws from a program for which a study permit has been issued, the College is obliged to provide notification to Citizenship and Immigration Canada within two weeks. A copy of notification will be placed in the student's file to upload the student data on CIC DLI reporting.
10. All International students are required to have medical insurance and it is the responsibility of the student to have adequate insurance. International students must have a valid Study Permit upon entering Canada to be eligible for medical coverage under the BC Medical Services Plan (MSP). Students who have been granted study permits for six or more months must be covered under the province's medical service plan.
11. Students should apply immediately upon acceptance, as there is a three-month waiting period. Additional information can be found at [Ministry of Health - Province of British Columbia \(gov.bc.ca\)](#) .