

Policy Title: Admissions Policy

Approved by: Campus Director

Executive(s) Responsible: Executive Director, Admissions; Director, Student Services/Registrar; and Associate Director, Compliance & Risk Management

Administrator(s) Responsible: Associate Director, Admissions; Admissions Manager; Admissions Officer(s); Registration Coordinator(s); and Compliance Officer

Revision Date: February 25, 2025

Effective Date: January 01, 2025

Next Review Date: December 04, 2025

Institution Number: 4119

Background & Scope

Canadian College of Technology and Business (CCTB) is committed to providing accurate information and guidance to prospective students to ensure they make informed decisions about their program of study. CCTB admission criteria are publicized and applied consistently.

This policy applies to all prospective and current CCTB students.

Purpose of the Policy

This policy outlines the admissions requirements for the entirety of CCTB's approved programs of study.

Policy Statement

Admission Requirements are listed on all program outlines and must be provided prior to enrollment. Admission requirements may not be waived by either the student or CCTB.

No tuition funding may be disbursed to the student or received by CCTB until all admission requirements are met. Once students enter into a contract with CCTB, payment arrangements, if any, must be met and first payment or payment in full must be received before the start of the first class.

Admission Requirements

- All Business and Technology Post-Secondary programs at Canadian College of Technology and Business (CCTB) require either a Secondary school diploma or its equivalent from an approved government institution in the applicant's home country, or the applicant must be at least 19 years old (mature student admission).
- Proof of English Proficiency. Please refer to the list of accepted proofs of English proficiency provided below.
- Students are required to bring and use their own computers during class.

Proof of English Proficiency

A) Proof of Language Proficiency Based on Previous Education

Evidence that 3 years of full-time secondary (Grades 8-12) or post-secondary education has been completed in the program's language of instruction in a country where the program's language of instruction is one of the principal languages. Language courses **cannot** be included in this calculation.

Countries Recognized where English is a Primary Language:

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

** CCTB reserves the right to waive language proficiency requirements for applicants from selected countries who provide an official stamped letter from their institution, board, or ministry confirming that English was the **medium of instruction** for their completed Secondary or Post-Secondary education.*

B) Official English Proficiency Test

Where English is the program's language of instruction, evidence of achievement in a recognized standardized language test/assessment at an overall level equivalent to IELTS 5.5 (academic) or higher. All accepted language tests/assessments must be listed with a minimum score/level specified for each. Tests must include assessments of reading, writing, listening, and speaking.

- **International English Language Testing System (IELTS):** Overall Score of 5.5
- **Test of English as a Foreign Language Internet-Based Test (TOEFL iBT):** Overall Score of 46
- **Test of English as a Foreign Language Paper-Based Test (TOEFL PBT):** Overall Score of 500
- **Duolingo English Test (Duolingo):** Overall Score of 95
- **Canadian Academic English Language Test (CAEL):** Overall Score of 40
- **Pearson Test of English Academic (PTE Academic):** Overall Score of 45
- **Canadian English Language Proficiency Index Program Academic Test (CELPIP Academic):** Listening 6, Speaking 6, Reading 5, Writing 5
- **Cambridge English Qualifications: B2 First exam (FCE):** Minimum overall score of 160 or "C"
- **Cambridge Linguaskill:** Minimum overall B2 level
- **LANGUAGECERT Academic:** Minimum overall B2 level
- **CEFR:** Minimum overall B2 level
- **Oxford Placement Test:** Minimum overall B2 level
- **The Michigan English Test (MET):** Minimum overall B2 level
- **iTEP Academic:** Minimum overall score of 3.5
- **EIKEN:** Minimum placement of Grade Pre-1

C) Completion of an ESL Pathway Program

Evidence of graduation from a language program with an established pathway/articulation agreement allowing direct entry (no further testing required) to a diploma or degree program at a public institution in Canada:

- **EC English:** B2 (Upper-Intermediate)
- **Oxford International Education Group:** Pathway Level 6
- **The Language Gallery (TLG):** Level 4 UPP

Admissions Procedure

All required documents must be submitted before enrollment into a program. If the student does not yet meet all academic and English Language proficiency requirements, their admission will not be processed.

Related Legislation

- BC Human Rights Code
- Private Training Act

Document History

| Date | Approval/Review/Key Change(s) |
|-------------|--|
| 01 Jan 2025 | Revised Admissions Policy to meet PTIB regulatory amendments effective January 2025 |
| 25 Feb 2025 | Revised English proficiency requirements to include other tests listed in PTIB regulatory amendments |
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