



**POLICY TITLE:** Admissions Policy  
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**POLICY HOLDER:** President's Office

### 1. POLICY STATEMENT:

This policy describes the minimum requirements that potential students must meet in order to be considered for Admission into studies at Columbia Bible College. This policy also serves as a guide for Admissions office staff who are tasked with evaluating applications for admission.

### 2. POLICY

#### **General Entrance Requirements for Casual, Certificate, Diploma & Degree Applicants**

##### **Canadian and US Applicants**

- Must be at least 17 years of age.
- Must be a Christian and willing to grow in discipleship.
- Must hold a high school diploma with a minimum average of 60%. This average will be calculated using the student's top 5 grades from their last two years of high school. 3 of these 5 grades must be academic courses and one of these 3 must be English 12 or the provincial/state equivalent. Applicable grade 12 courses take precedence over grade 11 courses.
- Must have a final grade of 65% in English 12 or the provincial/state equivalent.
- Must demonstrate the potential for academic success at Columbia Bible College.
- Must arrange for reference form(s) to be submitted on their behalf.
- Must agree to the community standards as defined in the student handbook.

Conditional admission may be granted if:

- The applicant is waiting for final transcripts
- The applicant has mature student status (must be a minimum of 21 years of age and have been out of school for at least one year. The applicant will be required



- to write an English entrance exam or enroll in ENGL 099.). These applications for admission will be considered on an individual basis.
- The applicant enrolls in ENGL 099 or its equivalent.

#### **Additional Requirements for:**

#### **Health Care Assistant Program Student**

1. Criminal record check from the Ministry of Public Safety and Solicitor General, including clearance to work with vulnerable adults. To be completed once letter of acceptance is offered
2. Proof of meeting English Language Competency Requirements as outlined by the BC Care Aide Registry [English Language Competency Requirements, Minimum Program Entry Requirements and English Language Competency Requirements](#)
  - a. English 10 or equivalent (for applicants whose first language is English)
  - b. Standardized English language proficiency test score (for applicants whose first language is not English)
  - c. **Note:** required evidence for demonstrating competency will be based on students' completion of an English Declaration Form.
3. Applicants are advised that British Columbia health authorities require that all individuals working in health care, including students in practicums, follow all applicable immunization policies and guidelines. The requirement for proof of vaccinations will be sent to applicants after acceptance into program and prior to clinical placements. Applicants should be aware that failure to meet immunization requirements will restrict a student's opportunity to fulfill requirements for graduation and subsequent practice as an HCA.
4. Evidence of clear TB testing 6 months prior to practice experience.
5. First Aid, CPR Basic Life Support (BLS) certification to be completed prior to practice experience.
6. Evidence of completion of 30 volunteer hours or work in related area is preferred, or evidence of experience of caregiving for vulnerable person(s) through letter of reference. In the event applicant does not have access to volunteer opportunities, work or personal experience they can submit an essay demonstrating an understanding of the role of an HCA. The essay maximum 750 words or 2 pages in length and should outline understanding of role of a care aide. It is recommended include a minimum of three interviews with seniors and a health care professional currently working in seniors care (interviews with HCAs, Recreation or Nurses preferred).



### **Educational Assistant Program Students**

1. An additional reference from someone involved in working with children and youth must be submitted.
2. A criminal record check through the Ministry of Justice (provided by Columbia upon application) must be completed before admission can be granted.
3. Up-to-date immunizations as required by public health and relevant regulatory bodies (specific to the role of educational assistant).

### **Outdoor Leadership Program Students**

Applicants will be required to:

4. Read the Outdoor Leadership View Book and Risk Management for Outdoor Programs: A Guide for Students.
5. Complete and submit the following legal documents: Medical Questionnaire, Waiver Form, Indemnification Form, Acknowledgement of Risk Form for Olympic National Park.

### **Transfer Students**

Students who have earned 30 credit hours or more at another post-secondary institution will be evaluated for admission based on their post-secondary GPA. A minimum of an overall 2.0 (60%) GPA is required. Conditional Admission may be granted to transfer students who do not meet these requirements. Such decisions will be made at the discretion of the Admissions Committee.

Only courses completed with a minimum grade of C (normally 65%) will be considered for transfer credit to Columbia.

### **Home Educated Students**

Columbia welcomes graduates of home-based schools and other unaccredited and/or non-traditional secondary education programs. Each candidate who is unable to present provincially/state-examined matriculation subjects is evaluated on an individual basis in order to gauge their readiness for college-level studies. Applicants are required to provide evidence of academic ability including, but not limited to: essays, home education charts, SAT, ACT or GED test scores.

### **International Students**

Applicants applying from outside Canada or the US:



- Must have proof of English competency. A foreign student who did not graduate from either secondary or post-secondary institution in the United Kingdom, The Republic of Ireland, Australia, New Zealand or Jamaica, or an accredited English international school with a North American Curriculum must have a minimum score of 550 for the paper based TOEFL or 213 for the computer based TOEFL or 79 for the internet-based TOEFL or an IELTS score of 6.5 (Academic Module).
- Applicants must arrange to be tested by an approved TOEFL or IELTS agency in their country. Applicants should do this at least two (2) months prior to the beginning of the semester at Columbia Bible College. This will allow time for the results to be submitted to Columbia. Acceptance at Columbia will be dependent on receiving these test scores.

The requirement for TOEFL or IELTS test results may be waived if the applicant has met the following conditions:

- The applicant has completed three or more years of study at either a secondary or post-secondary institution where English is the primary language of instruction and evaluation (United Kingdom, The Republic of Ireland, Australia, New Zealand or Jamaica or an accredited international school with a North American Curriculum).
- The applicant has successfully graduated from a North American high school and successfully completed ENG 12 (or its equivalent in any other province/state) with a final grade of 65% or higher.
- The applicant has studied for at least one year at an accredited North American post-secondary institution and successfully completed an English Literature, Composition or Writing for College course (or its equivalent) with a final grade of 60% or higher.

The Admissions Committee may also evaluate English proficiency on an individual basis by requiring that the applicant write an entrance examination.

For further detail see AM.005 English Language Proficiency (ELP) Entrance Requirements Policy

#### **Admission Requirements for Audit Applicants**

- Must be at least 17 years of age.
- Must hold a high school diploma or be at least 21 years of age.
- Must be able to demonstrate potential for academic success at Columbia Bible College.



- Must complete and submit the audit studies application form.

### **Documentation Requirements**

Conditional admissions decision can be made based on unofficial transcripts but final official copies (copies mailed or faxed directly from the issuing institution) of secondary and post-secondary transcripts or notarized copies of official transcripts (when official copies are not obtainable) must be submitted to the admissions office in order to have conditions and holds removed.

### **Residential Recovery program Graduates**

For graduates of residential recovery programs Columbia requires having at least six months of successful independent living away from the program before applying for admission program study at Columbia Bible College.

### **Recovering Students**

If the applicant has a background of addiction and substance abuse, a minimum of one year of sobriety and active membership in a recovery-related community (celebrate recovery, AA, etc.) is required before beginning program studies at Columbia Bible College.

### **3. APPLICABILITY:**

This policy applies directly to prospective students who are applying for Admission into Columbia Bible College. It is also regularly consulted, interpreted and applied by Admissions staff & Admissions committee members.

### **4. RELATED POLICIES/ REFERENCES**

- This policy incorporates the **AM.005 English Language Proficiency (ELP) Entrance Requirements** Policy that is already on file.
- For all Health Care Assistant students, completion of the English Language Declaration Form is prerequisite to determining the evidence required to demonstrate English Language Proficiency.