



Unit 210-8120
 128Street,
 Payal Business Centre
 Surrey,BC,V3W1R1,Canada

Office:(604)-304-4009
 Toll-Free:1-855-471-3926
info@atticanada.com
www.atticanada.com

Admission Policy

Jan 18th, 2018

Name of Policy

Implementation Date

Course Coordinator and Senior Education Administrator

Jan 18th, 2018

Position(s) Responsible

Date of Last Revision

Policy:

ACE Trades and Technical Institute is committed to providing accurate information and guidance to prospective students to ensure they make informed decisions about their program of study. ACE Trades and Technical Institute’s admission criterion is well publicized and applied consistently. Entry assessment tools and admission requirements ensure students have the required language competencies (see Language Proficiency Assessment Policy), and the basic knowledge, skills and abilities to achieve program outcomes. Admission requirements may not be waived by neither the student nor ACE Trades and Technical Institute

Students are provided with the following policies before entering into any contract, including a Letter of Acceptance and student Enrollment Contract:

- a. Tuition and Refund Policy
- b. Dispute Resolution/Grade Appeal Policy
- c. Withdrawal Policy
- d. Dismissal Policy
- e. Admissions Policy
- f. Attendance Policy

- g. Program Outline
- h. Language Proficiency Assessment Policy

Procedure:

In order to be admitted as a student at ACE Trades and Technical Institute the student must have completed

Grade 12 or equivalent / High school / GED or mature student and successful completion of admission interview and entrance assessments

Understanding that completion of High school education (Referred as Secondary education) differs for each country around the world. Some of the following calculations for the number of total years of education will demonstrate what is considered as **Grade 12 or Equivalent**.

A. 1 year of pre School education (Kindergarten) followed by 12 Years of Education at an educational institution (e.g. System currently Followed by most Public schools in British Columbia, Canada)

Or

B. 2 years of pre School education (Kindergarten) followed by 11 Years of Education at an educational institution (e.g. System currently followed by most educational institutes in countries like Jamaica).

Or

C. 1 or 2 years of pre School education (Kindergarten) followed by 12 Years of Education at an educational institution (e.g. System currently followed by most educational institutes in countries in West Africa, Europe and Asia).

Or

D. Any other method of calculation of number of years of education which is considered **completion of**

Secondary education level in the country of residency for the student/applicant. e. g In many countries what is considered as “completion of secondary level of Education” may require attendance of more than 14 or 15 years of school education. The student must clearly demonstrate that they have completed the required secondary level of education as applicable in their respective countries and are able to seek admission at any post-secondary educational institution in their respective country prior to seeking admission at ACE Trades and Technical Institute.