

Admission Policy

Policy ID: 4-400

Approved by: Associate Director, Admissions

Executive(s) Responsible: Vice President, Administration, Enrolment and Enterprise Systems

Administrator(s) Responsible: Associate Director, Admissions

Revision Date: August 28th, 2024

Effective Date: October 1st, 2024

Next Review Date: October 2027

Background and Scope

The Ontario Institute for Health and Innovation (OIHI) is committed to maintaining fair, transparent, and accessible admission processes that align with its mission, values, and strategic goals. This policy outlines the criteria, procedures, and responsibilities for the admission of students to all programs offered by OIHI. It applies to all students, admissions staff, and departments involved in the admissions process.

The Admission Policy does not cover enrolment requirements or procedures. Enrolment requirement may include, but are not limited to, confirming acceptance, completing payments as specified in the Enrolment Contract, submitting a valid Canada Visa Status Document (for international applicants), and providing proof of sufficient health insurance coverage while studying.

Definitions

Admission: The process by which a prospective student applies to, is evaluated, and receives an offer to study in a program at OIHI.

Prospective Student: An individual who is considering or actively applying to a program at OIHI.

Program: A structured course of study leading to a certificate or diploma offered by OIHI.

Mature Student: A prospective student who does not meet the standard academic requirements but is considered for admission based on a sufficient score in a Superintendent approved alternative admissions test.

Intake: Program start dates determined by OIHI.

Enrolment Process: The enrolment process refers to the series of steps to be met after acceptance that a student must complete to officially register and start their classes with OIHI. This process can vary slightly depending on the program.

Purpose of the Policy

The purpose of this policy is to establish clear guidelines for the admission of students to OIHI programs, ensuring that all applicants are assessed based on their qualifications, potential for success, and alignment with the program's objectives. This policy aims to create a diverse and inclusive student body that reflects the values and goals of the college.

Policy Statements

1. General Admission Criteria

- 1.1. Admission to OIHI is based on the academic qualifications, English language proficiency, the potential for academic success, and the alignment of the applicant's goals with the program's objectives.
- 1.2. Each program may have specific admission requirements that are available on the college's website.
- 1.3. OIHI reserves the right to restrict admission in a program and/or suspend a program intake where sufficient enrolment is not attained.
- 1.4. The available intakes and start dates are posted on the institutional website. Available intakes and start date may be subject to change.

2. Application Process

- 2.1. Prospective students or their authorized representatives must submit a complete application form along with all required documentation, including transcripts, proof of language proficiency, and any program-specific requirements.
- 2.2. Applications are assessed by the Admission Office, which, on behalf of OIHI, accepts, declines or defers the admission of applicants to programs.
- 2.3. Admission to a OIHI program means that a student is only admitted to that program and specified admit term.
- 2.4. Admission to one program is not a guarantee of admission to another program or of admission to the same program in a different intake.

3. Conditional Admission

- 3.1. Conditional admission may be granted to applicants who meet some of the admission requirements but need to fulfill additional requirements prior to the program start date for full admission.
- 3.2. Applicants will be advised of the conditions of admission in writing on the Offer of Admission letter.
- 3.3. Applicants who do not meet the conditions of admission by the last day of enrolment may be removed from the program or their admission may be deferred to a future intake.

3.4. It is the responsibility of the applicant to meet the conditions outlined in the Offer of Admission prior to the last day of the enrolment.

4. International Student Admission

4.1. OIHI welcomes applications from international candidates and values the diversity they bring to the academic community.

4.2. International students must meet the same academic requirements as domestic students, meet English proficiency and program specific requirements.

4.3. International students must also comply with all immigration and visa requirements as stipulated by Immigration, Refugees and Citizenship Canada.

5. Deferral and Program Change

5.1. An applicant or their authorized representative may request deferral or program change by submitting the request from the student portal or contacting the Admission Office.

5.2. Admission to one program is not a guarantee of admission to another program or of admission to the same program in a different intake.

5.3. Deferral to a future intake or program change is subject to program and intake availability.

5.4. Tuition and fees are subject to change. If applicable, the applicant will be informed about the tuition and fee differences and will be issued a contract amendment.

6. Offer Cancellation

6.1. OIHI reserves the right to cancel an application and revoke any letter issued under the circumstances where:

- Applicant does not respond to communications resulting in OIHI inability to deliver the program to the applicant.
- Applicant does not comply with the payment plan outlined in the Enrolment Contract.
- Applicant does not enrol and does not take any action such as requesting deferral to a future intake 45 days after the program start date.
- Applicant misrepresents any information in their application or provides OIHI with fraudulent documents.
- Applicant does not comply with the immigration and visa requirements as stipulated by Immigration, Refugees and Citizenship Canada.

6.2. The Admission Office will notify the applicants once their application is cancelled.

6.3. Applicant whose offer is revoked retains the right to request a reconsideration by contacting the Admission Office or may request refund of their fees in accordance with the Refund Policy.

7. Equity, Diversity, and Inclusion

- 7.1. OIHI is committed to promoting equity, diversity, and inclusion in its admissions processes. All applicants will be considered based on their merits and without discrimination on the basis of race, ethnicity, gender, age, disability, sexual orientation, religion, or socioeconomic status.
- 7.2. The Admissions Office will work to remove barriers to access and ensure that all applicants have a fair opportunity to be considered for admission.

8. Admission Review

- 8.1. Applicants who are not offered admission may request a review of their application directly through the Admission Office.

Related Legislation

- Ontario Career Colleges Act, 2005.

Related Policies

Policy Name	Policy Number
Student Withdrawal Policy	4-403
Refund Policy	1-108

Document History

Date	Approval/Review/Key Change(s)
August 28 th , 2024	Drafted in collaboration with Registrar, Campus Director, QA
August 29 th , 2024	Reviewed and Approved by Associate Director, Admissions