

Admission Policy

NPC College of Arts + Design is committed to enrolling students who meet all of our program admission criteria and who are likely to succeed in meeting their education and career goals.

Procedure:

1. The Receptionist meets with the prospective student to discuss the program of interest. If the student is undecided about a program of study, the prospective student is given information about a number of programs so that the student can make a decision. Once the student has decided on a program of study, the receptionist then takes the prospective student to meet the On-site Administrator or Principal who review the details of the program and admission requirements and answer any questions that arise, including those about admission criteria. The On-site Administrator will also deliver a written copy of all the college's student policies to the student and review the policies with them.
2. The on-site Administrator then reviews the admission criteria for the program with the student, again, to ensure that he/she meets all of the criteria and informs the student verbally and in writing of the precise cost of their program.
3. The on-site Administrator obtains evidence (e.g. transcript, proof of age, proof of English proficiency, etc.) from the student that he/she meets all of the program's admission criteria and places the evidence in the student file. The admission criteria cannot be waived by either the school or the applicant.
4. If the prospective student cannot provide proof that they have met the English language requirement for admission to their chosen program, the on-site Administrator will meet with them and inform the student what must be improved or rectified regarding their English proficiency or proof thereof.
5. If the on-site Administrator receives evidence that the prospective student meets all of the admission criteria, then s/he prepares a Student Enrolment Contract and arranges for the prospective student to meet with the on-site Administrator again. The on-site administrator meets with the prospective student to review the contract and reminds them, once again, of the policies which will affect them in their program of study. If, after indicating understanding of their rights and responsibilities, the prospective student wishes to sign the contract, the on-site Administrator reviews with the prospective student his/her educational goals and commitment to completing the program of study.
6. The student and the on-site Administrator then sign the contract and school delivers a copy of the signed contract to the student along with copy of all policies and procedures.
7. The original copy of the signed contract will be placed in the student's file along with all evidence supported documents given by student.