



HERITAGE COMMUNITY COLLEGE
VESTRI POSTERUS SATUS HIC

Admission Policy

Name of Policy

Senior Education Administrator

Position(s) Responsible

Effective Date : June ,2017

PTIB Institution No : 3641

Policy:

HERITAGE COMMUNITY COLLEGE 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 institution's receptionist refers all inquiries to the admission representative.
2. The admission representative meets with the prospective student to discuss the program of interest. If the student is undecided about a program of study, the admission representative gives the prospective student information about a number of programs so that the student can make a decision.
3. Once the student has decided on a program of study, the admission representative reviews the admission criteria for the program with the student to ensure that he/she meets all of the criteria.
4. The admission representative obtains evidence (e.g. transcript, proof of age, etc.) from the student that he/she meets all of the program's admission criteria and places the evidence in the student file.
5. After receiving evidence that the prospective student meets all of the admission criteria, the admission representative prepares a Student Enrolment Contract and meets with the prospective student to review the policies that will affect the student during his/her completion of the program of study and to review the contract. If, after understanding their rights and responsibilities, the prospective student wishes to sign the contract, the admission representative arranges for the prospective student to meet with the Senior Education Administrator.
6. The Senior Education Administrator meets with the prospective student to discuss his/her educational goals and commitment to completing the program of study. Financial arrangements for payment of tuition and other fees is also discussed.



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7. If the Senior Education Administrator and the prospective student agree on a financial arrangement, they sign the contract and the SEA delivers a copy of the signed contract, along with a copy of Student Handbook as well as program outline of program of study to the student.
8. A student file is created and all evidence related to student admission are kept in that file. Student is notified about class start date of program and schedule is given if available. Student is taken for college tour if class dates are within week or a date is set with student for college tour for later date.
9. Student is notified about contact person of college in case of any queries or questions related to program of student or general queries related to college.
10. In case student rejoin the same program, where he/she has withdrawn before, there will be no Application fee for same program.

Related Documents : Student Enrollment Contract ,Student Handbook