

Academic Policy (International Students)

1 Admission Requirements

International applicants to East-West College should start the application process at least 4-6 months prior to the course start date. As international applications take time to process applications will be accepted no later than 90 days in advance of the course start date in which you wish to start commence your studies. East-West College has an admissions process that is designed to facilitate the enrolment process. All policies and procedures are formulated based on Provincial and Federal standards to ensure that our students receive the correct assessment relative to their academic training.

1.1 For Standard Admission

- Successful completion of High School diploma or Equivalent(G.E.D.)
- Satisfactory interview with a counsellor of the college
- For standard admission, Grade 12 level English is required, no *Wonderlic test* is required as the candidate would have High School Diploma satisfying the English language requirement.

1.2 For Mature students

The following criteria must be met:

- 18 years or older
- Successfully pass the *Wonderlic standardized test. Scholastic Level Examination* will be used.
- Satisfactory interview with the student counsellor

Program specific admission requirements may apply, for more information please contact our admissions office at +1 403 454 7009 or email at info3@eastwestcollege.ca

1.3 Language Proficiency Requirements

Candidates from countries where the language of instruction is not English will need to provide proof of English Language Proficiency. This requirement is waived for candidates that are from a country where English is the official language of instruction.

The following English Proficiency requirements apply to all the programs at East West College.

- **IELTS** Academic score of 6.0 with a minimum band score of 5.5
- **TOEFL**-minimum score of 83 is required.
- All the testing scores are valid for 2 years from the day of testing.

1.4 Foreign Credentials Assessment

International Qualifications Assessment Service (IQAS)

The International Qualifications Assessment Service (IQAS) is an Alberta government service. It does assessments and issues certificates that compare educational credentials from other countries to educational standards in Canada.

In Canada, some occupations are regulated. Regulated occupations have legal requirements or restrictions in place to protect the public. To work in these occupations, you must register with the appropriate professional regulatory organization.

You can get this type of assessment if you have a formal academic or technical degree, diploma or certificate earned outside Canada.

For more information on your foreign qualifications assessment please visit:

<https://www.alberta.ca/iqas-employment-education-licensure.aspx>

World Education Service (WES)

A credential evaluation is a comparison of your academic accomplishments to standards in Canada. This report helps institutions like schools, employers, licensing boards, or immigration authorities better understand your educational background.

A report from WES:

- Identifies and describes your credentials
- Verifies that your credentials are authentic
- May include a grade point average (GPA) equivalency
- Includes an evaluation of the authenticity of your documents
- For more information on assessment by WES please visit:
- <https://www.wes.org/about-wes-credential-evaluation/>

1.2 Steps in the admission process

1. Before you apply to East-West College for admission, prospective students should contact with the International Student Advisor who will guide the applicant with the application process and discuss the suitability of the course to the student's career objective.
2. Make sure that you meet the minimum English Language Proficiency requirements. However, meeting the minimum English Language Proficiency requirement does not guarantee acceptance into the program at East-West College of Business and Technology. Admission is granted on a number of factors, applications are evaluated on a case by case basis.
3. Complete the application form for admission and forward the application form to International Student Advisor. Application form can be emailed to arif.chowdhury@eastwestcollege.ca

4. Send your transcripts and Proof of English Language Proficiency along with a non-refundable application fee of \$500.
5. Admissions Officer will review the application and the related documents and will be in touch with you once the review is complete or if there is any additional documents required.
6. If your application is successful and you are accepted, a letter of acceptance will be issued and mailed/handed out to you. The tuition and fees are to be paid according to the college's international program fees and refund policies.

Immigration, Refugees and Citizenship Canada (IRCC) recommends international students to prepare for their trip by reviewing Canada's entry requirements and applying as soon as possible for their study permit. Detailed information is available on www.cic.gc.ca

2.1 Deferral of Program Start Date

East-West College reserves the rights to defer the start date of a program. Information on such deferral will be communicated with the student not less than 14 business days before the original course start date. If this notice cannot be rendered to the student within this period, the college will (at the request of the student) refund all fees including the application fee to the student. Such request by the student must reach the college within 10 business days of receipt of deferral information. Where no such request is made, the college will treat it as an acceptance by the student of the new program start date.

The student can (within 14 business days before original course start date) request to defer admissions to the next intake of the program. Any request received less than 14 business days before the program start date shall not be accepted and shall be treated in line with the refund policy below.

3 Attendance policy

In-person class attendance:

Employers as well as the College authority expect punctuality and regularity from the students. Daily attendance records are kept on file and shared with funding agencies and Student Aid upon request. Please note that the government has the right to revoke financial assistance based on poor attendance and/or academic performance. The following attendance policies apply to all East-West College students:

- Students are expected to attend all classes, labs, trips, etc., in which they are registered. Evaluation in any course is cumulative and based on class assignments, participation, and examinations. Your instructor will inform you about course evaluation schemes.
- Excused absences will be granted by the instructor for illness when accompanied by a doctor's note stating the number of days approved for sickness. As well, excused absences are granted for bereavement, family illness, and other causes as approved by

the instructor.

- Students must inform the campus before the start of class in case of failure to attend. All required documentation (doctors' notes, etc.) must be presented to the instructor immediately upon returning to class.
- Where a student misses a period of time through illness, he or she is still considered enrolled at East-West College and will be charged accordingly if the has not been granted leave of absence.
- Lateness and leaving class early will be treated in the same manner as unexcused absences.
- It is the student's responsibility to catch up on any work missed because of absences.

Online class attendance:

East-West College strictly monitors the students' attendance/participation for online classes that are taught by online instructors. At the beginning of the program, the instructor must communicate with the student via email and provide the documented program requirements regarding the format and frequency of classes and activities such as assignments submission, exams, and discussion boards. The instructor is primarily responsible to ensure the student's participation/engagement in the class which is minimum of 20hrs per week on an average. Attendance will be monitored weekly, and report must be sent to Academic Coordinators. Attendance will be measured by completion of reading materials timely submission of assignments, participation in discussion board, exams, etc. The following is the participation/attendance policy for online classes:

Students' engagement on average per week

Activities	Minimum participation hrs. per week
Reading, participation in discussion board, engagement, activities	18 hrs.
Participation in live lecture	2 hrs.

It is expected that a student will complete such assignments, reading, exams by the due date. Failure to complete such activities by the due date will be recorded as an absence or late submission. In case of unavoidable circumstances such as illness, family problems or appointments submission date could be extended. Students must provide the appropriate documents in such circumstances on what basis instructors will decide if any extension needs to be granted. Instructor must inform the Academic Coordinator about the grant of extension. When instructor finds any absences or failure to complete weekly activities without valid reason, the student will receive a warning letter from the instructor. If a student is absent for 30 days for whatever reason the student will be withdrawn from the program and withdrawn student will be denied access to all online Learning Management Systems (LMS). Withdrawal letter will be issued to the student and declared in AE portal accordingly.

4 Student grading scale

The following grading scale will be followed for final grade calculation:

Marks (%)	Grade	Description
95 - 100	A+	Excellent
90 - <95	A	Very good
85 - <90	B+	Good
80 - <85	B	Satisfactory
70 - <80	C	Pass
< 70	F	Fail
Not attended	I	Incomplete

4.1 Academic Grade Appeal

It is extremely important that the integrity and accuracy of East-West College's learner outcomes be maintained at the highest level possible. To ensure this, the college employs faculty whose professional training prepares them to make fair judgments regarding student's performance. The College also provides a grade appeal process that offers students a reasonable opportunity to appeal results of particular academic assessments.

4.2 Appeals Committee

Students dismissed from East-West College would have the option to appeal the decision. A letter of appeal may be forwarded to the College management for review. Upon careful review of the situation a decision will be taken and rendered to the student. That decision may include: refusal of readmission, unconditional readmission or conditional readmission.

4.3 Complaint Resolution Process

Students with concerns should make all reasonable attempts to resolve their concerns directly with the instructor or other member of the College staff. If the issue is unresolved, students should forward their concern in writing to either Vice President or the President. East-West College would make every effort possible to resolve the issue in a timely manner. This process may involve utilizing the services of internal or external persons (such as a counsellor). In the event that the complaint involves an instructor or a staff member, students should make all reasonable attempts to resolve the issue with that person informally. If the concern is unresolved students should contact East-West College management in writing. This will initiate a process similar to that outlined above. In case the student is not satisfied with resolution, he or she may contact with Private Vocational Training, 8th Floor, 10155-102 St., Commerce Place, Edmonton, AB T5J 4L5

5 Dismissal

A student may be dismissed from East-West College if one or more of the following situations arise:

- A student breaches East-West College's Academic Dishonesty Policy
- A student has been placed on academic probation and has not met East-West College's academic standards in two successive module/courses.
- A student demonstrates other inappropriate conduct including, but not limited to, willful disruption of class, discrimination, sexual harassment, abusive or threatening language or gestures, injury to persons, damage to property, theft, the use or distribution of illegal drugs, and/or the consumption or distribution of alcohol.
- A student breaches East-West College's Improper Computer Usage and Pornography Policy.
- Where a student discontinues attending classes, fails to provide proper notice and fails to adhere to his/her defined tuition payment schedule the College may dismiss that student once his/her account becomes delinquent.
- A student fails to adhere to East-West College's tuition payment policy.

6 Withdrawals

If you wish to withdraw from the program and terminate the contract, you must provide written notice to the College in a way that you can verify the date the notice was delivered to the College. The contract is considered terminated on the date that the written notice is received by the College. You should be aware that the College may also terminate your enrolment in the program by providing written notice to you. The contract is considered terminated on the date that the written notice is received by you. If you are receiving student

financial assistance, you will notify your funding source of your withdrawal or the termination of this contract.

You must review the relevant Regulation, and understand the Regulation with respect to the retention and repayment of fees (i.e. registration fees and tuition refunds) in the case where this contract is terminated. You understand that if you terminate this contract on or before the 4th business day after signing this contract, the College must refund any tuition or other fee paid by you or on your behalf.