

Admission Policy

Implementation Date
1 September 2010

Last Revision Date
03 April 2018

Position(s) Responsible
Admission Representative

Authorized by
Campus Director

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Policy

Western Maritime Institute 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 automated phone refers all inquiries to the Admission Representative.
2. The Admission Representative discusses with the prospective student 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. If the student requires technical information on courses beyond the ability of the Admissions Representative, the student will be transferred to the Campus Director.
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 they meet all of the criteria.
4. The Admission Representative obtains evidence (e.g. transcript, proof of age, etc.) from the student that they meet all of the program's admission criteria and places the evidence in the student file. Students who are missing any of the required documents may prevent them from taking the course or program. A copy of the student's government issued ID is placed in the student's file on the first day of classes as proof of age.
5. After receiving evidence that the prospective student meets all of the admission criteria, the Admission Representative prepares a Registration letter and Student Enrolment Contract and discusses with the prospective student the policies that will affect the student during their completion of the program of study and to review the contract. The Admissions Representative will also discuss with the student, their educational goals and commitment to completing the program of study. Financial arrangement for tuition payment and other fees are also discussed.
6. If, after understanding their rights and responsibilities, the prospective student wishes to sign the contract, the Admissions Representative emails a registration letter and makes arrangement for the student to sign the contract in person or online via DataWitness.

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7. The Admissions Representative then delivers a copy of the signed contract, along with a copy of all student policies to the student.
 8. As per Transport Canada requirements, students must have a Candidate Document Number (CDN) issued by Transport Canada prior to obtaining course certificates for all classes except SVOP, MEDs, and Marine First Aid.
1. **Minimum Program Admission requirements**
 - a. There are two criteria as to whether a student s qualified for admission to a course/program at WMI
 - i. Do they meet the minimum age criteria as published in Transport Publication TP2293E?
 - ii. Do they met the WMI course/program criteria?
 2. **Transport Canada TP 2293 Requirements:**
Transport Canada requirements are generalized as follows:
 - a. Training courses including ALL MED courses require the applicant to be 16 years of age.
 - b. certificate courses require the candidate to be 18 years f age
 3. **Transport Canada TP 4957 Requirements**
 - a. At registration, candidates with special needs are to be advised that they may need to bring their own gear for MED training. This is achieved by proving the Clothing Requirements for MED courses policy upon registration for MED courses.
 4. **Western Maritime Institute Requirements**
Western Maritime Institute require students participating in all classes to sign a Release of Liability, Waiver Claims, Assumption of Risk and Indemnity Agreement.
- Website and Media Advertising**
- a. A statement as to the minimum qualifications shall be included on the institutes website and in any advertising in the on-line or print media. Should the entry requirements change from those noted above, the institute shall immediately make changes reflecting the revised requirements.