



Flight 6ix Incorporated o/a Guelph Flight Centre

Policy 21: ADMISSIONS POLICY

Programs and classes customarily begin in 3 month increments.

Some classes are controlled by minimum quota. Guelph Flight Centre reserves the right to cancel or postpone a program where sufficient enrolment is not attained, and/or to restrict enrolment in a program.

It is the responsibility of the applicant to submit documentation prior to the commencement of programs or classes, where required and upon request.

GENERAL ADMISSION REQUIREMENTS

Must meet all requirements set out by Transport Canada Regulations and Guelph Flight Centre's Policies.

Any requirements for specific courses or programs are available.

Ontario Secondary School Diploma Requirement or Equivalent

Academic standing from other provinces and other countries recognized by Guelph Flight Centre as equivalent to an Ontario Secondary School Diploma (OSSD) will be considered for admission to certificate and diploma programs.

English Language Proficiency Test

All Applicants, whom English is **not** proven their primary language, must complete an English

Language Proficiency Test given by Guelph Flight Centre prior to their acceptance. Tests must have been taken within the last 12 months at the time of submission of your application.

Medical

Programs require a special Aviation Class 1 Medical Examination as a condition of acceptance to the program. Some programs may only require a medical before completion. Failure to obtain the required medical may result in the denial of acceptance into some programs and/or denial of the opportunity to progress in other classes or studies.

Ability to Pay

Due to the high demand of the program in a short period of time applicants must demonstrate the financial ability to pay prior to acceptance.

Early Application

Students may be accepted conditionally on the basis of their Grade 12 examination results and successful obtaining an Ontario Secondary School Diploma or equivalent.

Mature Students

Students who are 25 years or older who have not obtained a Secondary School Diploma may still be accepted if they successfully demonstrate sufficient knowledge.

ADMISSIONS

Notice of acceptance

All applications are assessed by Guelph Flight Centre admissions, which is empowered to accept, defer or reject the admission of any applicant to a program. Applicants may require an essay, pretest, portfolio, or interview following receipt of application, prior to acceptance. Guelph Flight Centre will advise the applicant of the requirements and procedure for the program chosen by the applicant. Applicants will be advised in writing with either a Letter of Rejection or by an official Letter of Acceptance.

In some instances, where a student fails to meet all the admission criteria for a program of study, Admissions has discretionary power to recommend probationary admission to a course or program. A probationary student will be asked to withdraw from Guelph Flight Centre should he/she fail to meet the probationary requirements.

Admission status

Admission to a program of study at Guelph Flight Centre means that the student is admitted to that program only. Admission to one program is not a guarantee of subsequent admission to

another program of study.

To meet program standards students who interrupt their studies for an extended period of time, or who take significantly longer than the normally prescribed program duration to complete their studies, may be required to take additional briefing, classes and/or repeat subjects which have gone through significant change or needed to improve academic standings.

If a student fails to meet the requirements at any time during the program, they may be suspended or asked to withdraw from the course or program.

Re-Admission

Requests for re-admission are received on occasion from students who have withdrawn. In these cases a full-time student must apply in the normal manner by submitting an Application for Admission. Prior study at Guelph Flight Centre does not guarantee re-admission.

ADMISSION DECISION REVIEW

It is the policy of Guelph Flight Centre to provide a method of reviewing a refusal to admit a prospective student to any full-time program. This does not include part-time/self-paced courses or programs that register on a first-come, first-served basis.

In the normal course of operations, a decision to accept or reject an application for admission shall be sent to the applicant in writing, whether or not a previous verbal decision has been given. In the case of a rejection, a brief written explanation of the reason(s) for rejection will be included. Guelph Flight Centre Admissions will provide further explanation of the reason for rejection if so requested by the applicant.

If the applicant is not satisfied with the explanation or requests a review of the admission decision, the following procedure will apply:

1. The applicant must apply in writing to the Guelph Flight Centre for a review of the nonacceptance decision within 30 days of the date of the written decision.
2. Guelph Flight Centre acknowledges the application in writing and an Admission Review Group will be chosen.
3. Guelph Flight Centre fixes the date for a meeting of the Group and notifies the applicant and the Group members within 15 days of receiving of the applicant's written request.
4. The applicant may make representation to the Group, either verbally or in writing, or both (with supporting details); no counsel or other agent may attend or represent the applicant.

5. The Admission Review Group makes its decision, in writing and with stated reasons and notifies the applicant.
6. The decision of the Group is final and binding.

APPLICATION PROCEDURE

1. Submits Application
2. Submits Requirements
 - a. Diploma
 - b. Language Test
 - c. Financial Ability to Pay
 - d. Aviation Medical
3. Initial Invoice Paid
4. Letter of Acceptance
5. Study Permit and Visa (if applicable)

Statement of Supremacy

1. **Primary Authority:** The Ontario Career College Act, 2005 (hereinafter referred to as "the Act") shall serve as the primary authority governing all operations, policies, and procedures of Flight 6ix Incorporated (o/a Guelph Flight Centre) related to career and vocational training.
2. **Supersession Clause:** In the event of any conflict or inconsistency between the provisions of the Act and any internal clauses, policies, or procedures established by Guelph Flight Centre the provisions of the Act shall prevail and take precedence.
3. **Compliance Requirement:** Guelph Flight Centre is committed to full compliance with the Act. All employees, students, and affiliates are required to adhere to the standards and regulations set forth by the Act.
4. **Policy Review and Amendment:** Guelph Flight Centre shall regularly review its internal policies and procedures to ensure alignment with the Act. Any necessary amendments will be made to resolve discrepancies and ensure full compliance.
5. **Notice of Supersession:** This notice serves to inform all stakeholders that any clauses or policies provided by Guelph Flight Centre that contradict or fall short of the standards established by the Act are considered null and void to the extent of the conflict.
6. **Reference:** Please refer to Ontario Career Colleges Act, 2005, ONTARIO REGULATION 415/06, under this link: <https://www.ontario.ca/laws/regulation/060415>
7. **Application:** This statement applies to vocational program students only

For more information please contact us: 50 Skyway Dr, Guelph, ON N1H 6H8,
Tel: 1.844-5-435.9432, Email: info@flight6ix.ca , Website: www.flight6ix.ca

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