

Victoria Academy of Dramatic Arts

Admission Policy

25/01/12

Name of Policy

Implementation Date

Admission Representative and Senior Educational Administrator

20/10/12

Position(s) Responsible

Date of Last Revision

Policy:

Victoria Academy of Dramatic Arts 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.

The Admission Representative is the Senior Administrator or Administrator.

Procedure:

1. The institution's receptionist, Instructors and other employees refer all inquiries on the Academy's programs to the Admission Representative.
2. The Admission Representative meets with the prospective student to discuss the program of interest. If the prospective 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 prospective 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 including the prospective student's application. For some programs the prospective student may be required to participate in a formal interview and audition administered by the Senior Educational Administrator and one or member Instructors in order for the prospective student to be accepted to the program. During the audition, the student must demonstrate his/her proficiency in reading aloud.
4. The Admission Representative obtains evidence (e.g. application, proof of age, parent or guardian's approval if under 19, etc.) from the student. If the student meets all of the program's admission criteria, the Administrative Representative places the evidence in the student file. **The admission criteria can not be waived by either the school or the applicant.**
5. After receiving evidence that the prospective student meets all of the admission criteria, the Admission Representative prepares a Student Enrollment 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 Educational Administrator.

6. The Senior Educational 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 as well as what money the student will have to live on during the school year is also discussed.
7. If the Senior Educational Administrator and the prospective student agree on a financial arrangement, they sign the contract and the school owner delivers a copy of the signed contract, along with a copy of all student policies to the student.
8. In the event the prospective student does not live locally, the Admission Representative can arrange to conduct the admission process in such a way as to accommodate the student while communicating the same information necessary to complete the admission process. In addition, the audition may be submitted as a video for the Senior Educational Administrator to evaluate.