

ICMI

## International College of Medical Intuition

**Admissions Policy**

December 2013

Name of Policy

Implementation Date

**Registrar and CEO**

December 2013

Position(s) Responsible

Date of Last Revision

**Policy:**

International College of Medical Intuition is committed to enrolling students who meet program admission criteria and who are likely to succeed in achieving their education and career goals.

**Prerequisites:**

Interview with Dr. Parkin

Basic computer skills

Word processing capability on PC or Mac computer

Ability to save documents

Ability to send attachments

Ability to set up file system to save documents

Good writing and Language skills

Submission of a 500 word essay of desire to become a medical intuitive

BA or

Equivalency as determined by Dr. Parkin:

Some post-secondary credits or certification in any field

includes prior life experience

Nursing experience (BA Nursing, RN, LPN, PRN)

Established business

**Procedure:**

1. The institution's **Registrar and CEO** refers all inquiries to the Senior Education Administrator. The Senior Education Administrator meets with the prospective student to discuss the program of interest.
2. Once the student has decided on a program of study, the **Registrar and CEO** reviews the admission criteria for the program with the student to ensure that he/she meets all of the criteria.

## ICMI

3. The **Registrar and CEO** 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. **The admission criteria cannot be waived by either the school or the applicant.**
4. After receiving evidence that the prospective student meets all of the admission criteria, the **Registrar and CEO** prepare 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 **Registrar and CEO** arranges for the prospective student to meet with the Senior Education Administrator.
5. 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 are also discussed.
6. If the Senior Education 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 as follows:
  - a. Dispute Resolution/Grade Appeal Policy
  - b. Dismissal Policy
  - c. Admissions Policy
  - d. Attendance Policy
  - e. Program Outline

**Program admission requirements may not be waived by the student or the institution.**