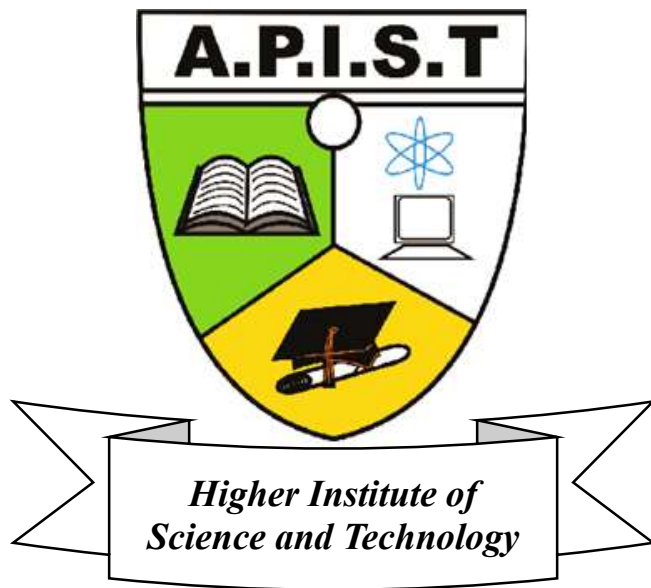


2024

Admissions Policy



A.P.I.S.T
P. O. Box 1800,
M100,
Manzini,
Eswatini.
Info@apistcollege.org
www.apistcollege.org

Controlled Copy: APIST Admissions Policy

Author	APIST
Document Title	Admissions Policy
Document Number:	POL-AC-2024-06-01
Version:	01
Document Type	Policy
Office of Accountability	Registrar
Office of Administrative Responsibility	Office of Quality Assurance
ISO 21001 Required	☒
ESHEC Required	☒
Linked Policies/Documents	• ISO 21001:2018 • APIST EOMS Manual • ESHEC Institutional Assessment Guidelines
Date Created:	4 July,2024
Effective Date	1 August,2024
Date Accepted by Academic Board:	23 July,2024
Authorized by:	
	Executive Director
Date Approved by the Board of Directors:	25 July,2024
Authorized by:	
	Chairman of Board of Directors
ACCEPTED	

Document Revision History

Date:	Revision:	Description:
-------	-----------	--------------

TABLE OF CONTENTS

Purpose.....	1
Scope.....	1
Admissions Criteria	1
Admissions Process	1
Admissions Decisions.....	2
Appeals Process	2
Re-Admission	2
Amendments and Updates	3
Communication.....	3

PURPOSE

The purpose of this admissions policy is to outline the procedures and criteria for admitting students to APIST, ensuring that the organization maintains its academic standards and provides a supportive learning environment for all students.

SCOPE

This policy applies to all students seeking admission to APIST, including new students, transfer students, and students seeking readmission.

ADMISSIONS CRITERIA

To be considered for admission, applicants must meet the following criteria:

1. Academic Requirements

Meet the minimum academic requirements for the program or course of study.

Provide official transcripts or academic records from previous institutions attended.

2. English Language Proficiency

Demonstrate proficiency in the English language, as required by the program or course of study.

3. Age and Eligibility

Meet the age and eligibility requirements for the program or course of study.

4. Background Checks

Consent to and pass background checks, as required by the organization or relevant authorities.

ADMISSIONS PROCESS

The admissions process for APIST consists of the following steps:

1. Application Submission

Submit a completed application form, along with all required documents.

2. Application Review

The admissions committee reviews the application, transcripts, and supporting documents to ensure the applicant meets the admission criteria.

3. Interviews

Conduct interviews with selected applicants to assess their motivation, goals, and fit with the organization's mission and values.

4. Admissions Decision

The admissions committee makes an admissions decision based on the applicant's academic record, English language proficiency, and fit with the organization's mission and values.

ADMISSIONS DECISIONS

The admissions committee may make one of the following decisions:

1. Admitted

The applicant is accepted into the program or course of study.

2. Waitlisted

The applicant is placed on a waitlist, pending availability of spaces in the program or course of study.

3. Denied

The applicant is not accepted into the program or course of study.

APPEALS PROCESS

If an applicant is denied admission, they may appeal the decision by submitting a written appeal to the admissions committee. The appeal must be received within 14 days of the initial decision and must provide new information that was not previously considered.

RE-ADMISSION

Students seeking re-admission to APIST must submit a new application and meet the current admission criteria. The admissions committee will review the application and make a decision based on the student's academic record and fit with the organization's mission and values.

AMENDMENTS AND UPDATES

This admissions policy may be amended or updated at any time by the APIST Board of Directors. Any changes will be communicated to applicants and students in a timely manner.

COMMUNICATION

This policy will be communicated to all current and prospective students.

A copy of this policy will be available on the APIST website and knowledge base.

By implementing this policy, APIST demonstrates its commitment to maintain its academic standards and provide a supportive learning environment for all students.