



ADMISSION POLICY

Last Revised: May 2026

Institution	International Centre for English Academic Preparation Inc. (“ICEAP”)
Policy Owner	ICEAP Administration and Student Service and Academic Department
Applies To	Prospective, current, and former international students enrolled in or applying to ICEAP programs
Availability	Website, Student Handbook, student contracts and enrollment packages, and ICEAP Administrative Office

1. Policy Statement

International Centre for English Academic Preparation (hereinafter ‘ICEAP’) is committed to admitting students who meet the applicable admission criteria for ICEAP programs and who are likely to succeed in achieving their academic English, pathway, and educational goals.

This policy applies to all applicants seeking admission to ICEAP programs, including international students and students who intend to use ICEAP studies as preparation for further study in Canada or abroad.

2. Responsibility for Admissions

The Enrollment and Admissions Department is responsible for ensuring that each admitted student has met the admission requirements for the selected ICEAP program before registration is finalized.

- Admissions staff explain available ICEAP program options and assist prospective students in selecting the program that best matches their academic goals and English level.
- Admissions staff review the admission criteria, placement requirements, tuition payment requirements, and study permit requirements, where applicable.
- Admissions staff collect and verify required documents and maintain copies in the student file.
- Admission criteria may not be waived by ICEAP or by the applicant unless a written exception has been approved by ICEAP senior administration and is permitted under applicable law and institutional policy.

3. General Admission Requirements

To be considered for admission to ICEAP, applicants must normally provide the following:

- A completed ICEAP application form.
- A copy of valid government-issued identification, such as a passport photo page.
- Academic transcripts, diplomas, certificates, or other educational records, where required for the selected program or pathway.

- Proof of English language proficiency or completion of an ICEAP placement assessment, unless the applicant is applying to a beginner-level English program where no minimum English score is required.
- For international students studying in Canada, a valid study permit or evidence that the applicant is eligible to study in Canada under applicable immigration rules.
- Payment of the required application fee, tuition deposit, or tuition fees according to the ICEAP student contract and invoice.

4. Application Fee

A non-refundable application fee may be charged to process an application. The amount of the application fee and any tuition deposit will be stated on the application materials, invoice, or student contract.

5. Required Documents

Depending on the program and applicant category, ICEAP may require the following documents:

- Completed application form.
- Passport photo page or government-issued identification.
- Most recent academic transcript, diploma, or certificate, if applicable.
- Official English test results, if available.
- ICEAP placement test results, if required.
- Proof of study permit, visitor record, work permit, or other immigration status, where applicable.
- Notarized English translations for documents that are not originally issued in English.
- Signed student contract and proof of tuition payment or deposit.

6. English Language Placement and Proficiency

ICEAP offers English language preparation and academic pathway programs. Applicants may be admitted based on an approved external English language test, prior English-medium study, or an ICEAP placement assessment.

Where an applicant does not have valid English proficiency evidence, ICEAP may administer a placement assessment before or after issuing a conditional admission document. Final program level placement will be determined by ICEAP based on the student's demonstrated English ability.

7. Accepted English Proficiency Evidence

ICEAP may consider the following as evidence of English proficiency or for placement purposes. Minimum scores and level placement may vary by program, pathway partner, and intake:

- IELTS Academic or IELTS Indicator.
- TOEFL iBT or TOEFL Home Edition.
- CAEL.
- CELPIP, where applicable.
- Duolingo English Test.
- Pearson PTE Academic.
- Successful completion of prior full-time study in English, where accepted by ICEAP.

- Successful completion of an ICEAP placement test or internal English assessment.

Applicants should refer to the current ICEAP program chart or pathway agreement for specific level entry requirements. Meeting an English score for placement does not guarantee admission to a partner institution unless all partner admission requirements are also satisfied.

8. Conditional Letter of Acceptance or Conditional Admission

ICEAP may issue a Conditional Letter of Acceptance (CLOA) or conditional admission document when an applicant appears eligible but must still satisfy one or more outstanding conditions before final registration.

Conditions may include, but are not limited to:

- Submission of final or official academic documents.
- Completion of an ICEAP placement test.
- Submission of valid immigration documents, where applicable.
- Payment of the required tuition deposit or tuition fees.
- Meeting the program-specific or pathway-specific English level requirement.

A conditional admission document does not guarantee final enrollment until all stated conditions have been met and verified by ICEAP.

9. Tuition Deposit and Letter of Acceptance

A Letter of Acceptance (LOA) may be issued after ICEAP has reviewed the application package and confirmed that the applicant meets the applicable admission requirements or conditional admission requirements. A tuition deposit may be required before the LOA is issued. The deposit amount, refundability, payment deadline, and any balance owing will be stated in the student contract, invoice, or offer document.

10. Registration and Student Contract

- An ICEAP representative will prepare or provide the student contract and review important academic and administrative policies with the student.
- After understanding their rights and responsibilities, the student will sign the student contract. ICEAP will retain a copy in the student file and provide a copy to the student.
- The student must pay tuition and fees according to the payment schedule stated in the student contract or invoice.
- Students who register for additional courses, extra program terms, or extended study may be required to pay additional tuition and fees.

11. Additional Requirements for International Students

International students are responsible for maintaining valid immigration status throughout their studies. ICEAP may request updated immigration documents before or during the program.

- In-Person Students must provide a valid study permit or other acceptable immigration document when required.

- In-Person Students should ensure their immigration document remains valid for the duration of their planned study period. ICEAP may recommend that a study permit has sufficient validity remaining before the start date.
- Documents not issued in English may require notarized English translation.
- Students enrolled in ICEAP programs are also subject to applicable institutional academic and administrative policies, including but not limited to the English Learning Environment Policy, Academic Integrity Policy, Attendance Policy, Student Complaint Procedure, and Student Conduct expectations as published in the ICEAP Student Handbook and institutional policies.
- ICEAP may update institutional policies, procedures, and academic requirements from time to time in accordance with educational standards, accreditation expectations, operational needs, and applicable legal or regulatory requirements.

12. Document Retention

All admission documents, contracts, payment records, placement results, and immigration documents collected for admission purposes will be kept in the student file in accordance with ICEAP record retention and privacy practices.

13. Policy Availability

This policy is available to prospective, current, and former ICEAP students upon request and may be updated from time to time to reflect changes in ICEAP programs, partner requirements, or applicable regulations.