

	Number: <b>1200</b>	Title: <b>Admissions Policy</b>		
	Last Revision:	June 19, 2016		
	Effective:	June 19, 2017	Next Review:	June 19, 2019

**Policy:**

It is the policy of Mountain Transport institute Ltd., (MTI), for prospective students wanting to enroll in part-time or full-time training to meet the requirements of our admission policy before being accepted to participate in respective courses.

**Scope:**

This policy pertains to prospective students wishing to enroll in either our part-time or full-time classroom and / or driving courses.

**Principles:**

Part Time Classroom:

Students wanting to attend any *part time classroom* only courses must meet the specified age requirement for that course.

Part Time Driving Courses:

Students wanting to attend any part time driving courses, including Class 1, 2, 3, or 4, must:

- qualify at their local motor license office for the appropriate class of learner's license (a multiple choice knowledge test);
- supply a copy of their driver's and learner's licenses;
- supply a current copy of their driver's abstract.

Full Time Class 1 Driver Training:

Students wanting to attend the *full time Class 1 driver training*, including the Standard Class 1 and the MTI Way Class 1, must meet the following requirements:

- supply a copy of current driver's abstract;
- supply a copy of current resume;
- complete a pre-enrollment interview with one our Instructors either by phone or in person – this interview is used as pre-entrance screening; it is a discussion about the student's driving record, understanding of the trucking lifestyle and expectations of employment;

- qualify at their local motor license office for a valid class 1 learner's license.

All students must have their funding for the course in place prior to beginning any training. Payment is payable on the first day of training.

All *courses* are open to anyone who meets the above listed requirements. The courses are filled on a first come first serve basis.

If the student fails to meet the minimum admission requirements for any course, neither Mountain Transport Institute Ltd. nor the student can waive the requirements.