



Approved
Bahamas Technical and
Vocational
Board of Directors
Effective Spring 2024

POLICY NUMBER	RO-21-01-001
TITLE OF POLICY	Admissions and Entry Requirements
DATE OF ADOPTION	Fall 2023
SUPERSEDES	Admissions Policy and Entry Requirements, 2018
DATE OF IMPLEMENTATION	Spring 2024
PROJECTED DATE OF REVISION	Fall 2027
PURPOSE OF THE POLICY	To establish criteria for admission into BTVI and identify the documentation required
REVISION NUMBER	Version 2
ACCOUNTABILITY	Registrar
RELATED POLICIES/PROCEDURES	Policy on Associate of Applied Science Degree Programmes Policy on Certificate Programmes Policy on Change of Programme Policy on Diploma Programmes Policy on Dual Enrolment Policy on Transfer of Credit
APPENDICES	None

1.0 Preamble

The Bahamas Technical and Vocational Institute (BTVI) seeks to provide technical and vocational educational opportunities that enable individuals to be globally competitive and economically independent. BTVI is committed to meeting all students where they are and taking them to where they want to go through teaching and learning experiences that lead to credentials and careers in the trades. One way in which BTVI seeks to accomplish this goal is by ensuring that its admissions policies and procedures are fair, transparent and efficient.

2.0 Scope

This policy establishes the criteria for admission into BTVI and specifies the documentation required.



3.0 BTVI Admission Requirements

- 3.1. Applicants must:
 - 3.1.1. be sixteen (16) years old or older. If the applicant is a minor, a letter of consent from the parent/legal guardian with a copy of the parent's/legal guardian's government-issued photo identification is required. High school students who wish to take BTVI courses while in high school must be guided by the Policy on Dual Enrolment.
 - 3.1.2. not be enrolled in high school at the point of admission.
- 3.2 Applicants must submit the completed *Application for Admission* to the Admissions Department via the BTVI web portal and upload the following:
 - 3.2.1 Copy of the relevant pages of a valid e-passport displaying the expiration date and personal information, including the applicant's complete name and date of birth or copy of a valid Certificate of Identity or verified documentation from the Department of Immigration.
 - 3.2.2 Copy of the National Insurance Board Smart Card or verified documentation from the National Insurance Board.
 - 3.2.3 Current Police Certificate. Members of the armed forces are exempted from this requirement.
 - 3.2.4 Copy of a valid Permit to Reside in The Bahamas and proof of having attended school in The Bahamas for six (6) consecutive years (non-Bahamians only).
 - 3.2.5 Official high school transcript if presently enrolled in high school or graduated from high school within the past three (3) years and have not attended a college/university.
 - 3.2.6 Copies of diplomas, degrees and academic certificates (BJC, BGCSE/GCE, SAT, CXC, or others).
 - 3.2.7 Copy of the receipt for payment of the non-refundable BTVI application processing fee.
- 3.3 With the exception of 3.2.3 above, in those instances in which applicants are unable to produce the required documents due to a natural disaster or other extraordinary circumstance, an affidavit notarised by a Justice of the Peace may be considered.

Submission of Course Outlines and Transcripts from Post-Secondary Institutions

- 3.4 Applicants who have taken courses at or graduated from another post-secondary institution, that is, a college or university, must also:
 - 3.4.1 submit course outlines for all courses taken.
 - 3.4.2 arrange for an official transcript to be submitted electronically by the college or university directly to the Admissions Department or hand deliver the official transcript in its original sealed envelope with the seal intact.

Submission of the BTVI Medical Form

- 3.5 Along with the completed *Application for Admission*, applicants must upload a completed BTVI Medical Form.
- 3.6 Should the applicant be accepted into BTVI, failure to submit the medical form by the specified deadline will result in a medical hold being put on the applicant's student account. Students will not be allowed to register for classes until the hold is released by the Campus Clinic.
- 3.7 Members of the armed forces are exempted from submitting the BTVI Medical Form; instead,



they must submit proof of medical clearance from the relevant branch of the armed forces.

International Applicants

- 3.6 In addition to the above, international applicants must possess a valid Permit to Reside in The Bahamas from The Bahamas Department of Immigration.

4.0 Programme Requirements

- 4.1 Special interest programmes do not have any academic requirements.
- 4.2 Applicants seeking direct entry into an associate of applied science degree programme must have achieved:
- 4.2.1 a minimum score of eighty-five percent (85%) on the BTVI English Placement Examination **and** a minimum raw score of sixty-one (61) on the BTVI Mathematics Placement Examination **or**
- 4.2.2 the Bahamas General Certificate of Secondary Education (BGCSE) **or** General Certificate of Education (GCE) **or** Caribbean Examinations Council (CXC) **or** the equivalent in English and Mathematics with a grade of 'C' or above.
- 4.3 Applicants seeking direct entry into a diploma or certificate programme must have achieved:
- 4.3.1 a score of seventy to eighty-four percent (70-84%) on the BTVI English Placement Examination **and** a raw score of fifty-one to sixty (51-60) on the BTVI Mathematics Placement Examination **or**
- 4.3.2 the Bahamas Junior Certificate (BJC) in English and Mathematics with a grade of 'C' or above **or** the equivalent such as post-secondary credits or Advanced Placement passes.
- 4.3.3 meet any additional entry requirements (e.g., portfolio, higher levels of mathematics, science background) as specified by the diploma or certificate programme into which they wish to enrol.
- 4.4. Applicants who do not meet direct entry requirements into a degree, diploma, or certificate programme will be accepted into BTVI and will be required to complete the relevant preparatory courses.

5.0 Evaluation of the Application for Admission

- 5.1 Applications for admission will be processed by the Admissions Department (New Providence and Grand Bahama Campuses), Office of the Registrar.
- 5.2 Applicants will be contacted via electronic mail once their application forms and supporting documents have been received and will be notified of any outstanding documents needed to complete the application.
- 5.3 Applicants will be accepted into an associate degree, diploma or certificate programme provided all required documents are submitted and all direct entry and programme requirements are met.
- 5.4 Applicants who do not meet direct entry requirements for an associate degree, diploma, or certificate programme will be accepted and will be required to complete the relevant technical preparatory course(s) before matriculating into the degree, diploma or certificate programme.
- 5.5 Successful applicants will be sent, via electronic mail, a Letter of Acceptance which will include the following:
- 5.5.1 BTVI student identification (ID number);



5.5.2 Programme into which the applicant has been accepted; and

5.5.3 Campus to which the applicant has been accepted.

6.0 Applicants With Disabilities

6.1 Applicants with disabilities are expected to meet all admission requirements as well as all programme and course requirements and should indicate their disability on the application for admission.

6.2 Applicants with disabilities will be given equitable and non-biased consideration for admission.

6.3 Once accepted into BTVI:

6.3.1 Applicants with disabilities must indicate whether they require special learning accommodations and register with the Counseling Department, Office of Student Affairs, at the point of admission.

6.3.2 Information about an applicant's disability will be recorded in the BTVI Student Information System in an effort to ensure the necessary accommodations are made to facilitate full participation in the programme of study.

7.0 Readmission into BTVI

7.1 Students who fail to register for BTVI courses for one academic year will be deemed to have withdrawn from BTVI and will be required to submit a completed *Request for Readmission*, along with the required documents, to the Admissions Department.

7.2 Students who have been placed on Academic Dismissal may reapply for admission after the dismissal period has ended by submitting a completed *Request for Readmission*, along with the required documents, to the Admissions Department.

7.3 Requests for readmission will be considered for the fall and spring semesters.