Intellectual POINT
EXCELLENCE THROUGH EDUCATION

Policies

Admissions Policies and Practices

Standards and Procedures for Student Enrollment and Eligibility

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PURPOSE	The purpose of this policy is to establish fair, consistent, and transparent admissions standards and procedures for enrolling students into educational programs at Intellectual Point.
RESPONSIBLE AUTHORITY	The Director of Admissions is responsible for the oversight and enforcement of this policy.
IMPLEMENTATION	Implementation of this policy is carried out by the admissions staff under the direction of the Director of Admissions
APPLICABILITY	This policy applies to all prospective students, admissions personnel, and enrollment processes at Intellectual Point.
EFFECTIVE DATE	August 1, 2025

POLICY

1. Catalog

Intellectual Point admission policies are included in the catalog available to prospective students and the public on the public website.

2. Prospective Student Application

The application process is included in the school catalog.

3. Admissions Process and Admissions Process Checklist

After the application is received, an admissions advisor conducts a preliminary interview and provides information on admission requirements, program delivery modalities, audition process, and instructions for document submission and evaluation.

A completed compliance review for every prospective student ensures that this systematic process is followed and documented. The admissions process checklist is included in the student file as a permanent record.

4. Applicants with Foreign Credentials

Applicants with foreign credentials must submit a copy along with their official translation and evaluation. Intellectual Point provides prospective students with a list of accepted evaluators. Official evaluations must be submitted by the evaluation agency directly to Intellectual Point.

5. Student Enrollment Agreement and New Student Orientation

The student enrollment agreement is a binding document between the enrolling student and the institution. Each student receives an orientation before signing the enrollment agreement that reviews all aspects related to the enrollment, program of study, catalog, rights, and responsibilities. The enrollment agreement must be signed by the student, admissions advisor, and Compliance Department staff to become an officially executed document.

6. Student File Documentation

All student files are accurately organized and contain the information as per the compliance review.

7. Student Recruitment Policy

Admissions personnel are to follow the recruitment guidelines as per the Policy on Student Recruitment.

8. Advertising, Promotions, Statements, and Claims Policy

The admissions department is to follow this policy, ensuring ethical practices and procedures regarding advertising, promotional materials, statements, and claims.

9. Disclosures Policy

Ethical practices and procedures about publications are to be followed as per the Disclosures Policy to ensure the school catalog, enrollment agreement, website, and student achievement are accurate, comprehensive, and fairly represent Intellectual Point.

10. Recruitment and Admissions Personnel Code of Conduct Policy

Intellectual Point recruitment and admissions personnel are to adhere to the recruitment and admissions personnel code of conduct. All admissions and recruitment personnel are required to read, agree to, and sign a printed copy of the Recruitment and Admissions Code of Conduct Form that will be permanently stored in their employee file.

Prior to the start of class, all students attend an Orientation Session with members of Enrollment, to review the policies and procedures, academic requirements, and expectations of the program, as well as to answer any general questions prior to the start of the program.

11. New Admissions Personnel Orientation and Training Sessions

New admissions personnel are required to attend a New Admissions Personnel Orientation and Training Session.

12. Employee Policies and Practices Acknowledgement

Admissions personnel acknowledge all admissions policies by signing the Admissions Policies and Practices Acknowledgement Form after completing the New Admissions Personnel Orientation and Training Session.

13. Postsecondary Compliance Admissions Training

Admission personnel are to annually complete eight continuing education hours in online classes related to admissions and recruitment. Records of training completion are filed in the employee compliance record.

14. Admissions Employee Annual Review

Admissions personnel are evaluated annually at their Employee Evaluation Review, using the Employee Annual Review Form. The Professional Development Plan is completed at the time of the annual evaluation review, which will include the agreed continuing education classes to complete during the following 12 months.

EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this policy is the responsibility of the SVP, Software Engineering, who coordinates any repairs, purchases, or updates required. Such requests are to be made directly to the SVP of Software Engineering via email, who will follow up accordingly.

BUDGET

The funding necessary for the implementation of this policy is allocated in the institution's annual operating budget under the line item "Admissions." Revisions to the funding need approval by the Chief Financial Officer.

REVISIONS

Revisions to this policy are to be approved at one of the Institutional Assessment and Improvement meetings. Personnel is informed of revisions via email. Revisions are published at the staff and student webpage.

POLICY AVAILABILITY

Intellectual Point's policies and procedures are available for review by administrative staff, faculty, advisory members, and students at https://compliance.intellectualpoint.com.