

Admission Requirements Policy

The following must be submitted to ACOT as conditions for enrollment:

- Completed application form, which can be found in the school catalog www.acot.edu or complete the application online at: <http://www.acot.edu/apply.htm>
- An official high school transcript/GED
(in the absence of an official high school transcript, the student must submit an "Authorization Transcript Request Form")
- Enrollment agreement signed and dated
- Copy of government-issued photo identification (Driver's License, Passport, or Military ID)

Once the applicant is approved, an acceptance letter and an enrollment agreement are emailed/mailed to the student. The student must then return the signed copy of the enrollment agreement two weeks prior to the program start date. An official high school or GED transcript is required and must be received within **42** days of the application in order to continue in the program.

ACOT does not specify age requirements as long as the prospective student meets the educational requirements and is legally able to sign a binding contract. The contract must be signed by a parent or legal guardian if the student is not of legal age. There are no specific education levels or work experience required for admission except the required high school diploma or GED.

As stated in the college catalog, ACOT is committed to providing equal opportunities in student admissions, financial assistance and other policies and procedures without regard to age, sex, race, color, religious belief, national origin, status as a qualified person with a disability or handicap, marital status, or sexual orientation.

All documents, forms, and instruction are given in English.

For those prospective students for whom English is not their native (first) language, ACOT requires the Test of English as a Foreign Language (TOEFL PBT) with a grade of at least 500. They must receive a 61 on the Internet Based Test (iBT) or a 6.0 on the International English Language Test (IELTS). (This policy is in accord with the DETC C.9. Policy on Degree Programs under Standard VII: Admission Practices, Undergraduate Degree Programs.

Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must receive a minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT) or 61 on the Internet Based Test (iBT) or a 6.0 on the International English Language Test (IELTS). Transcripts not in English must be evaluated by an appropriate third party and translated into English or a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.