

Application, Registration, and Admission Process

The following chart demonstrates the process from application to admissions for all students interested in studying in Arkana education's on campus, virtual, or/and online education:

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| Step 1: | Application Form | Application form is the first step to registration. There is no fee subject to this form and students are encouraged to complete this form with true and accurate information. |
| Step 2: | Consultation and Planning | Applicants will be contacted to schedule a consultation session in person, on the phone, or online. There is no fee subjected to this process. At this stage, students will be guided towards the program of their studies. Students will also be advised about the process of registration. |
| Step 3: | Registration Form | Registration form must be completed when students are certain about the program of their studies. There is a fee of \$250 subjected to this form which must be paid within 5 business days from the submission of the form. Information provided on the registration form will be reviewed after the confirmation of registration fee. Information, files and documents submitted for registration form will be used to create student accounts and folders. |
| Step 4: | OFFER OF AMISSION | After completion of registration form applicants will be presented by the "Offer of Admission Letter". A summary of information and tuition fees will be provided on this letter. Applicants must accept this offer before the deadline stated on the letter in order to proceed to the next steps. This letter is an unofficial document and can NOT be used for legal purposes such as VISA applications. |
| Step 5: | Tuition Fee Payments | After accepting the offer of admissions within the deadline, students are now asked to pay the full tuition fees of their program of studies within 10 business days. Failure to complete the payments within the deadline will result in expiring the offer of admission letter. Students may be asked to reapply or may have to wait for the next term of registrations and applications. Please be advised that students |

		can ONLY make payments through the defined methods of payments from arkana education and following structure and charts of tuition payments.
Step 6:	Acceptance and OFFICIAL ADMISSION LETTER	The final step is receiving the Admission Letter. Students must have provided all their information, documents, files and tuition payments in order to be accepted and received the “OFFICIAL ADMISSION LETTER”. This document is a legal document which can be used towards VISA application.
Step 7:	ESL or/and Mathematics Placement	Depending on the applicant's academic and English background, students may be asked to take ESL or/and Mathematics placement tests. Students registered in online or/and virtual classes are required to complete this step.
Step 8:	Evaluation, Equivalency	Students' previous credits and courses will be evaluated and registered in the Arkana Education filing system.
Step 9:	Student Number Registration (OEN)	Student numbers will be issued for students who have successfully followed and completed the registration and admission process. OEN, Ontario Education Number is a student number issued by the ministry of education of Ontario which is required for all students studying in online or/and virtual education..

NOTE:

Please read and carefully review “Terms and Conditions” as well as “Renewal, Cancellation, and Refund” policy prior to making any decision.

For further information or questions please do not hesitate to contact us at: info@arkanaeducation.ca