



WESTFIELD ENGLISH LANGUAGE SCHOOL (WELS)

Application and Administration Procedures

1. Application download PDF and submit (via email) completed Application Package to the Admissions Office
2. Administration Office confirms receipt of the Application Package via email Within 48 hours
3. Admissions Assistant reviews the application and confirms the eligibility via email.

Eligible

Administration Assistant emails the Admission Letter to the applicant or agency for payment remittance



Applicants submit payment by bank draft/money order to the Admissions Office or wire transfer the payment to Westfield Education account (a scanned copy of wire transfer remittance slip must be emailed to info@westfieldsecondary.com for confirmation of payment purpose), Kiki Zhang confirms payment in receipt.

Non-Eligible

Admissions Assistant returns (paper application only) the Application Package to or emails the applicant or agency along with: a receipt of the application fee (issued by Kiki) & a review report

4. Admissions Assistant confirms receipt of Payment via email within 48 hours
5. Admissions Assistant prepares and sends out the Acceptance Package within 48 hours followed by email notice to agency/applicant:
 - **Official letter of acceptance**
 - **Official receipts**
 - **Custodianship Declaration**-Custodian notarized(x1)
 - **School year Calendar**

6. Application confirm visa status:

Visa approved

Visa rejected

Re-apply visa: Proceed with Deferral Request

Proceed with refund



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Admission Assistant prepares and sends out the Welcome Package within 48 hours followed by email notice to agency/applicant:

- Welcome Letter(asking student to pay the residence fee and other fee)
- Course Selection Form
- International Student orientation information
- Arrival confirmation with Residence Student Profile fax or email to Admission Office.
- Application email/fax payment remittance form to Admission Assistant. Admission Assistant confirms payment with Accounting Department. Admissions Assistant issues **payment receipt** and **arrival confirmation form** to applicants and agencies for residence and airport pickup service arrangement.
- Applicants/agents fax or email the arrival confirmation form with flight information to the Admissions Assistant.
- Admissions Assistant arranges airport pickup services and residence room assignment.

Standard Application Package

1. Signed and dated WSS/WELS application form
2. Notarized official school transcripts in English for the most recent two school years
3. Two recommendation letters
4. TOEFL or IELTS scores(if applying for pre-u program)
5. Notarized Custodianship Declaration Form-Parents/Guardians, scanned copy
6. Study plan in English
7. Application fee and/or full payment of tuition, enrollment, residence, insurance, airport pickup and/or custodianship (if under 18 years of age) fees.

WSS Admission Requirement *Only*

Grade 9 to Grade 12

- A minimum academic standing of 75% in the most recent two school years
- Two recommendation letters from current or previous schools

Accelerated Program (G12 pre-University Courses)

- A minimum academic standing of 85% in the most recent two school years
- Two recommendation letters from current or previous schools
- TOEFL iBT score of 90 or above or IELTS score of 5.5

WELS Admission Requirements *Only*



WESTFIELD ENGLISH LANGUAGE SCHOOL (WELS)

- Admission requirements to any of WELS non-credit English Language programs, whether short term or long term programs, is an English Language Proficiency Test in order to determine the appropriate level of study.