



Subject:	Admissions Procedure
Version:	05.01.2017
Contact:	Founding Executive Director

1.0 Purpose

This document outlines the admissions procedure for Executive Personal Assistant and Virtual Assistant Training Programs by RiseAssist Business Training.

2.0 Admissions Process

The overall responsibility of implementing the admissions process lies with the Executive Director.

2.1 Submission of Application

An application for admission to any program offered by the RiseAssist can be submitted either in person or via email. The deadlines for submission of application forms for each intake are communicated by relevant department.

2.2 Documents Required

Documents not in English must be translated.

To apply for any program offered by the RiseAssist students must submit:

- An Application for Admission (completed in full, signed and dated);
- Copy of valid passport/Emirates ID;
- English Proficiency confirmation letter (can be issued by the applicant, template will be provided)
- 1 Passport size photograph (for certification purpose);

3.0 Assessment of Program Applications

A completed and signed Application for Admission form is received by the RiseAssist in the first instance, where the application form is checked to ensure that it has been filled in correctly and the necessary documents are enclosed.

Each application is assessed against the admission criteria accompanied by a brief phone interview with the candidate. Upon assessment each applicant is issued a letter, which can be one of two types: offer of admission or rejection.

5.0 Informing Student

Upon the receipt of an Application for Admission, the applicant is provided with a Student Identification Number (ID number). Generally applications will be assessed within 1 working day. RiseAssist will advise the outcome of the application via phone/email notification.

6.0 Acceptance of Offer of Admission

Successful applicants are required to indicate their acceptance of Offer of Admission and submitting it to the RiseAssist along with the necessary tuition fees. This process must be completed by students within the deadline mentioned on the Offer of Admission.

After the submission, student will be provided with instant online school access.