

UWCD Admissions Policy

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Prepared (Name – Title) by	Legal, Admissions departments	Date	
Reviewed by (Name – Title)	Elena Sheroziya, Admissions Office	Date	27.07.2020
Approved (Name – Title) by	HoC Main principles of this Policy have been approved and applied since September 2014. The current last review of the Procedure is approved by the Head of College, College CLT	Date	16.06.2023
Next Review / Update by (Name – Title)	Every Academic Year or as required / Head of Admissions, College Lawyer	Due Date	01.08.2024

Definitions

- In this policy the following words and phrases have the meaning set out alongside them below:-

GSP	means the admission of a student through the Global Selection Programme
Direct Entry	means the admission of a proportion of students by way of Direct Entry
National Committee	means a National Committee recognised by UWC in respect of any particular country.
Nominee	means an applicant nominated by a National Committee or through the GSP
Applicant	means a Nominee accepted to the College's admission process

UWC	means the United World Colleges operating through the International Office of the UWC
UWCD or UWC Dilijan	means the UWC Dilijan College
Nomination Committee	means the committee formed within the College that performs the assessment of Applicants and Nominees to be finally admitted to the College.
Day School Admission	means the admission of the Applicant for IBDP program at the College, that excludes boarding conditions (no accommodation is provided).

Policy Statement

1. In accordance with Article 15 of the Law of the Republic of Armenia “On Education”, the founder/s of an educational institution define/s the institution’s admissions criteria, considering the specifics of the educational institution.
2. By resolution N 01 as of 20/07/2011 the Founders of the College have approved the College charter. In accordance with clause 5.6.17 of the charter, the Founders have vested the College Board with the powers to approve the College’s admissions (acceptance) policy/ By-law. The same powers were repeated in the new edition of the Foundation’s charter approved in 2023.

Purpose and Scope

3. The College’s Admission By-Law establishes principles of policy which are to be executed by the Head of UWC Dilijan who is accountable to the Board for the due execution, whether by formal procedure or otherwise, under the Head’s powers, set out in the Charter paragraph 5.10, to manage the day to day activities of UWC Dilijan. UWC Dilijan is a member of the UWC Movement, and therefore complies with the UWC general procedures relevant to the admissions process.
4. UWC Dilijan is totally committed to diversity in every sense and is opposed to discrimination on the basis of race, color, religion, sexual orientation or national or ethnic origin, social-economic background or other in the administration of its admission policies.
5. In accordance with the UWC admissions principles, these are the ways to apply to study for the IBDP- through the UWC National Committees, through GSP, and through Direct Entry.

UWC General Admission Principles.

6. In order to maintain diversity within the student body the College can decide to have a limited number of places available for candidates of each nationality. The Admissions Office will monitor the student demographics to ensure the widest possible diversity across the student population irrespective of entry path. The choice of which candidate to nominate to meet any offered place is a matter for the National Committees.
7. Any admission is finalized by the Head of College’s internal act after full disclosure of information about the Applicant. The College reserves the right to reject the nomination if there are inconsistencies or inaccuracies in the information provided including intentional deceit or the College finds that it is not in the best interest of the candidate to be admitted to the College. The Head of College has the ultimate responsibility and right to make the decision taken into account both nominee’s and community needs. Applicants with severe physical, mental, intellectual or emotional impairments, criminal convictions cannot be admitted unless, in the judgment of the Head of College, adequate provision can be made for them. Only based on the Head of College’s internal act on admission, the Applicant formally becomes a Student of UWCD. Admission can be revoked in case if applicant or parent/guardian failed to disclose any requested information (medical, financial) and/or has provided false information.

8. The Head of College is charged with establishing procedures to govern the admissions to the College. All decisions must take account of the requirements and guiding statements of UWC and UWCD.

9. UWC organization (movement) comprises UWC International Office, 18 UWC colleges and schools and over 150 UWC National Committees. The selection of the students to UWC colleges is done mostly through the UWC National Committees and then a smaller share of students is selected and admitted through GSP and Direct Entry.

10. There are several principles that Admissions department adheres to in the admissions process:

- scholarships¹ (scholarships granted by UWC Dilijan unless they are supported by the student's National Committee) are needs based. In case the scholarship is supported by the National Committee of the student or his/her government then it can be merit-based)
- deliberate diversity (socio-economic and geographical diversity of the student body).

11. Every admissions cycle starts with understanding of how many places there are and how much funding for scholarships there can be provided. In mind in August/September the Admissions Office makes offers of places and needs based scholarships to National Committees around the world. The selection process of students selected through National Committees is done by the National Committee and varies depending on the structure of the NC. There are main principles of selection criteria that every NC adheres to as an official UWC NC and National Committees work is supervised by UWC International Office.

12. The National Committees run the selection process according to their time-line. There are several deadlines to nominate students to UWC colleges including UWC Dilijan. First time line to nominate is in February, then in the middle of March and the final deadline is April 1st. Some NCs ask for an extension of the deadline to nominate if they are not managing to send all information on time.

13. From the period of middle of January to April 1st Admissions Office of UWC Dilijan is receiving nominations of candidates selected by their respective National Committee. The nomination package includes: UWC Application, UWC Student Information Form, Essay, reference letters, transcripts, financial information of the family for the needs based financial assessment if the family needs financial aid/scholarship from UWC Dilijan.

14. Once the documents are received the Nomination Committee first reviews the nomination documents and decides if the candidate meets the admissions criteria (age, fit to thrive). If yes, financial assessment is conducted. The purpose of the financial assessment is to define what is the amount of contribution a family can pay to tuition fees and how much financial aid they need from UWC Dilijan.

15. There are students who are able to pay full tuition fee and they do so. Students whose families are not able to pay the full fee and UWC Dilijan does not have a donor who can contribute towards their tuition fee, get financial aid from UWC Dilijan within the limit specified in the offer to the National Committee, and the amount that they cannot pay for the tuition fee is covered by the UWC Dilijan in the form of scholarship.

16. The financial component of the place is included into the contract that is signed with the student, the family and the National Committee.

17. Once the Finance Committee does the financial assessment, the Admissions Office communicates to the National Committee the final offer and how much they believe the family should contribute. The family may accept or may not accept. If they do not accept, then the candidate is not admitted. If they accept, then UWC Dilijan starts the enrollment process of the student.

¹ For the purposes of this document the term "scholarship" means both when there is financial support provided by a donor, and where the support is provided by the College, by discounting the amount from the fee

18. Students admitted through GSP and Direct Entry are full fee payers and do not require scholarships. Therefore, UWC Dilijan does not do their financial assessments.

19. There can also be a case that the student's financial circumstances change throughout his/her study period and he/she applies for a reassessment of finances. This can happen if there has been a change of circumstances in the family: loss of a job, or financial crisis in the country and other circumstances that may cause the family to lose ability to pay the amount that they have committed to. In such a case, UWC Dilijan Admissions Office asks the student to submit all financial documents again and does reassessment of the financial situation and decides whether there is demonstrated need to increase financial aid from UWC Dilijan and reduce the contribution to College fees of the family.

20. On the other hand, within the National Committee system there are National Committees that receive grants from the government or fundraise and they pay for the tuition of the student. These scholarships may be merit based as UWC Dilijan does not do the financial assessment.

UWC Dilijan students' education is funded through the following ways:

- parents of the student
- National Committee
- Donor
- Financial aid provided by UWC Dilijan on principle of demonstrated need when after doing the financial assessment of the family, UWCD Finance Committee concludes that the student cannot pay the full fee and requires financial aid from UWC Dilijan. In these cases UWC Dilijan charges the student and family only the amount that she/he can pay according to the needs based financial assessment.

Admissions to UWCD through the National Committees

21. UWCD is committed to UWC principles in respect of the admissions and, with only the exceptions set out below, all admissions are through the National Committees.

22. Admissions to the College are made following the procedures of UWC. All candidates are eligible for nomination if they meet age and any other restrictions placed on the offer to the relevant National Committee provided that if the Admissions and the Head of College believes that the College is not able to meet the Nominee's educational, social and/or health needs that Nominee need not be admitted.

23. UWCD will not normally admit a Nominee without first receiving a report (or its equivalent) from the Nominee's current or immediately past school. Nominees may be admitted pending the arrival of such a transcript presented in English (or its equivalent) in cases where the Nominee's former school is dilatory in providing the report (or equivalent).

24. As a compassionate College, UWC Dilijan may give consideration to admitting students who have previously been expelled from another UWC College for an offense that would not be a cause for expulsion at UWC Dilijan. Each student will be treated on a case-by-case basis and if a student is admitted then it is likely that certain conditions will apply.

25. Nominees / Applicants with learning difficulties may be admitted if it is believed that the difficulties can be catered for by the College's learning support programmes. All entrants to UWC Dilijan are placed in a regular bedroom in a Toon.

26. The UWC National Committee system is complex and difficult as there are no hard and fast rules as to the way they operate and there is a wide variance between different Committees. Thus the Head of Admissions has to resolve the differences and work with the National Committees. To achieve this a great deal of flexibility is required.

Admissions through GSP and Direct Entry

UWC and UWCD operate a principle of deliberate diversity. In applying the GSP and Direct Entry Admission routes (UWCD seeks to ensure that the student body will be diverse not only in country of origin but also in terms of social-economic background.

A. GSP

27. The UWC GSP is an application route for the International Baccalaureate Diploma Programme (IBDP) for a limited number of places at some UWCs, including UWCD.

28. The GSP is designed for candidates who wish to forgo financial assistance.

29. The GSP is coordinated by UWC International in close cooperation with UWC schools, colleges and the UWC national committees. Selections are carried out by experienced UWC selection volunteers.

B. Direct Entry

30. The College reserves the right to annually admit 5% of Applicants through Direct Entry. Candidates can apply via Direct Entry in the following cases:

- a) when GSP applications have already closed but there are unfilled places available at UWCD
- b) they are the child of a UWC staff member and are eligible to apply on that basis

31. Applicants for Day School Admission also apply through Direct Entry admission. Admission criteria and procedure for Day School Applicants are the same as for Direct Entry Applicants.

Eligibility Criteria

32. Students must not make more than one application to UWC (including to the GSP) concurrently. Making more than one application will result in a rejection of all applications. Admissions staff at schools and colleges with direct admissions will check with the appropriate national committee(s) and the GSP that the student is making only one application.

33. UWCD generally only takes an Applicant / Nominee who meets the following criteria on 1st September of the academic year when that Applicant / Nominee is enrolled:

- a) The Applicant / Nominee must be over the age of 16.
- b) The Applicant / Nominee must be under the age of 18.
- c) In the exceptional cases, that will require additional interviews with relevant staff members of the College, the Applicant could turn 16 by December 31 of the academic year when that Applicant / Nominee is enrolled.

34. In certain circumstances an exception will be considered on a case by case basis where the circumstances and background of the Applicant / Nominee warrant it.