



**NEW PROFESSIONS
TECHNICAL INSTITUTE**

Admissions Procedure for Students with Special Needs

At NPTI, we are committed to providing equal opportunities and an inclusive learning environment for students with special needs. To ensure a smooth admissions process for these students, we have established a specialized procedure that takes their unique requirements into account. The following outlines the admissions procedure for students with special needs:

Initial Inquiry:

- a. Students or their guardians interested in applying for admission for a student with special needs should contact the Admissions Office directly.
- b. The Admissions Office will provide information on the available programs, support services, and any specific requirements or accommodations that can be offered.

Documentation and Information Gathering:

- a. The student or their guardian will be requested to provide relevant documentation, including but not limited to:

Official diagnosis or assessment reports from qualified professionals.

Educational history or any other relevant educational plans.

- b. The Admissions Office may request additional information or assessments to better understand the student's needs and determine the appropriate support services.

Consultation and Individualized Support Plan:

- a. Once the necessary documentation is received, a consultation will be scheduled with the student, their guardian, and the Admissions Rep.
- b. During the consultation, the student's needs, strengths, and goals will be discussed to develop a plan.

c. Admissions Rep. will go over the accommodation that can be offered. If any additional accommodation is requested at this point, Admissions Rep. will consult with higher management to see the possibility of meeting the students' needs. If accommodations are approved, Admissions Rep. will communicate the news to students and guardian and proceed with the enrollments process.

d. Special Accommodations cases will be reviewed periodically to assess effectiveness and make any necessary adjustments based on the student's progress.

Program Compatibility and Placement:

a. The student will be placed in the program that best aligns with their interests, abilities, and support requirements, while considering the availability of appropriate resources and specialized instructors.

Application and Enrollment:

a. The student or their guardian will complete the standard application process, which includes submitting the required application forms, transcripts, and any other necessary documentation.

b. The Admissions Office will guide the student or their guardian through the application process, ensuring that any accommodation or special considerations are taken into account.

c. Upon acceptance, the Admissions Office will provide enrollment information, including tuition fees, academic calendar, and any additional details specific to the student's needs.

Transition and Orientation:

a. To facilitate a smooth transition, the Registrar and Admissions Rep. will collaborate with relevant faculty and staff to provide orientation and support services tailored to the student's needs.

b. The student and their guardian will be informed about the available resources, assistive technologies, and support systems in place to promote academic success and overall well-being.

At NPTI, we are dedicated to fostering an inclusive and supportive educational environment for students with special needs. By following this specialized admissions procedure, we aim to ensure that every student receives the necessary accommodation and support to thrive academically and personally during their time at our institution.