



## DESIGNATION OF POST-SECONDARY EDUCATIONAL INSTITUTIONS FOR THE PURPOSE OF ENROLING INTERNATIONAL STUDENTS

DM Approval:

Effective Date: June 7, 2018

### GENERAL INFORMATION

This policy outlines the requirements for post-secondary educational institutions to be designated to enroll international students in Yukon. International students receive a Canadian Study Permit only if they have been accepted by a designated post-secondary educational institution.

The Department of Education's responsibility for designating educational institutions comes from the Memorandum of Understanding with Immigration, Refugees and Citizenship Canada ('IRCC') on the federal International Student Program.

The principal objective of the International Student Program is to facilitate the entry of International Students into Canada for the primary purpose of study, consistent with the *Immigration and Refugee Protection Act and Regulations*.

### PURPOSE

The purpose of this policy is to outline the requirements for the designation of post-secondary educational institutions in Yukon to enroll international students under the International Student Program.

### DEFINITIONS

**'Educational Institution'** means any organization that provides post-secondary education programs, training or language instruction in accordance with applicable legislation, regulations or policies.

**'Designated Educational Institution'** means an Educational Institution operating in

Yukon that has been designated by the Department of Education to enroll international students in accordance with the requirements of this policy.

**'International Student'** means a foreign national who is authorized to study in Canada under a Study Permit, as defined in the federal *Immigration and Refugee Protection Act and Regulations*.

**'Study Permit'** has the same meaning as in ss. 1 (1) of the *Immigration and Refugee Protection Act and Regulations*.

**'Cohort'** means a group of students who work through the same educational curriculum together, at the same time. It can be any number of students within a specified time frame that go through a post-secondary education program approved under applicable Yukon legislation, regulations or policies.

## **POLICY STATEMENT**

### **Designation Criteria**

In order to be designated by the Department of Education, an Educational Institution must:

1. be in good standing with:
  - a. all applicable Yukon legislation, regulations and policies governing education; and
  - b. all bylaws, standards and policies respecting the delivery of education or training programs set by accrediting or standard-setting bodies recognized by the Department of Education.
2. have been in operation for a minimum of one year;
3. have graduated at least one cohort of domestic students, in an approved program, within three years prior to applying for designation;
4. have the following:
  - a. policies and procedures that provide for the protection of International Students with Study Permits, including financial protection of International Students' investments and a transparent tuition-fee refund policy which is made available to all incoming International Students upon offer of admission;



- b. policies and procedures related to English or French language proficiency requirements and credential assessment and recognition for International Students;
- c. disseminated accurate and transparent information regarding those policies to prospective students;
- d. sufficient capacity to provide services to meet the unique needs of International Students;
- e. demonstrated financial capacity sufficient to provide education programs and a stable learning environment for International Students;
- f. undertaken promotional initiatives that are, where applicable, in compliance with existing Yukon legislation, regulations or policies on advertising, including compliance with the 'Imagine Education au/in Canada' brand-eligibility framework;
- g. a published policy that outlines the elements that constitute a student's good standing at the institution which is consistent with Yukon requirements.
- h. demonstrated the capability to maintain the follow enrolment-reporting requirements and have designated an individual who will be responsible for:
  - i. confirming the initial enrolment of each International Student with a Study Permit; and
  - ii. reporting on the ongoing enrolment status of all International Students with Study Permits attending that institution.
- i. met such other criteria as may be specified in the terms and conditions of the institution's bilateral agreement with the Department of Education.

### **Information Provided by the Department of Education**

The Department of Education will provide the following information to IRCC for all Designated Educational Institutions in Yukon:

- the legal and operating names of the Designated Educational Institution;

- the full address for each designated campus;
- the type of institution;
- the name, title/position, telephone number and e-mail address of representatives of the Designated Educational Institution; and
- the status of the Designated Educational Institution (i.e. designation, revocation of designation).

## **ROLES AND RESPONSIBILITIES**

The Department of Education is responsible for designating Educational Institutions for the purpose of hosting international students under the federal International Student Program. The Department of Education is also responsible for providing IRCC with a list of Designated Educational Institutions in Yukon, and for communicating any changes to the list to IRCC within a reasonable time.

IRCC is responsible for:

- administering the International Student Program in accordance with the *Immigration and Refugee Protection Act and Regulations*;
- ensuring the list of Designated Educational Institutions is up to date, based on information provided by the Department of Education;
- processing Study Permit applications based on the list of Designated Educational Institutions provided by the Department of Education; and
- developing and maintaining the reporting system to be used by Designated Educational Institutions for the purpose of verifying International Students' compliance with Study Permit requirements.

## **APPLICATION**

This policy applies to the designation of educational institutions for the purposes of hosting international students in Yukon under the federal International Student Program.

## **EXCEPTIONAL CIRCUMSTANCES**

In situations where the individual circumstances of a case are such that the provisions of this policy cannot be applied or to do so would result in an unfair or an unintended result, the decision may be based on the individual merits and justice of the situation. Such a decision will be considered for that specific case only and will not be precedent setting.

## **EFFECTIVE DATE**

This policy is effective June 7, 2018.

## **LEGISLATIVE AND POLICY REFERENCES**

Government of Canada's *Immigration and Refugee Protection Act and Regulations*.

## **HISTORY**

Policy for the Designation of Post-Secondary Educational Institutions for the Purpose of Enrolling International Students, effective June 7, 2018.