
Alberta Designation Requirements (ADR)

for Becoming a Designated Institution for Immigration, Refugees, and Citizenship Canada's International Student Program

Ministry of
Advanced Education

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New Regulations for the International Student Program

Immigration, Refugees and Citizenship Canada (IRCC), then Citizenship and Immigration Canada or CIC, following consultation with the provinces and territories has implemented both regulatory and non-regulatory changes to the International Student Program (ISP). The provinces and territories were part of the Federal Provincial Working Group on International Students since 2009 informing regulatory changes to the *Immigration and Refugee Protection Regulations*.

Intent and Objectives of Federal Regulatory Changes to ISP

The intent of the regulation changes is to bring improved program integrity to the management of the ISP. IRCC states that these changes will help ensure that Canada continues to “improve its standing as a destination of choice for international students seeking a quality education” through a more cooperative approach to immigration and international students. Expected results from this more formalized federal, provincial and territorial government management of the ISP include

- strengthened overall program management
- improved program integrity confirming international students are admitted to Canada will study in a bona fide (designated) institution and program
- improved service for international students studying at Designated Learning Institutions
- improved processing times and approval rates
- enhanced information sharing
- an improved image of Canada as a top global destination for study and research

IRCC does not play an active role in the designation of Learning Institutions. IRCC is responsible for applying the list of designated Learning Institutions provided by Alberta Advanced Education (AE) when processing study permit applications.

On June 1, 2014, Immigration, Refugees, and Citizenship Canada implemented these [new federal regulations regarding study permits](#) for international students. All international students must obtain a study permit for a program that is more than six months or for a program six months or less if it has an integrated and mandatory work component.

Study permits for international students will be granted only for study at **Designated Learning Institutions**, with **Designated Learning Programs** such as academic programs, English language learning programs or training providers in Canada. To accept and enrol international students, Alberta Learning Institutions must be designated by the [AE](#).

To receive this designation, Learning Institutions must comply with the Alberta Designation Requirements (ADR) administered by AE, and successfully complete the designation application process. Once the Learning Institution is confirmed eligible, a Designation Agreement will be signed between the institution, by an authorized representative of the

Learning Institution, and AE. The Learning Institution will then be placed on the [List of Designated Institutions](#) (LDI).

Designated Learning Institutions will manage compliance with the [ISP](#) terms by accepting and enrolling only those international students who have study permits issued by IRCC for Designated Learning Programs.

Purpose of this Requirements Document

This **ADR** document explains the designation application process: how to become designated as an academic learning program at a post-secondary institution, training provider, or English language provider for international students studying in Alberta. To determine whether the program is eligible to apply for designation, review the Eligible Institutions and Programs section below. Carefully review the complete document to fully understand the application process and responsibilities of a Designated Learning Institution including how to maintain designation once achieved.

Eligible Institutions and Programs

The IRCC regulations provide for different treatment for study and work permits across education sectors. Alberta Learning Institutions also adhere to varying levels of provincial legislation, policy and accountabilities. Therefore, the ADR acknowledges differences within each sector and these respective differences are taken into consideration to apply both IRCC regulations and Alberta government accountabilities.

Under the ADR, the following Learning Institutions and training providers are eligible to apply to AE for designation:

- Publicly-funded universities, colleges and technical institutions
- Private vocational training institutions
- Theology schools, Bible colleges and Seminaries
- Flight schools
- Language school programs at public and private institutions
- First Nations Colleges
- Other eligible private Learning Institutions and programs

Publicly-funded Universities, Colleges and Technical Institutions

All publicly funded post-secondary institutions' programs that are governed by the *Post-secondary Learning Act* (PSLA); such as Ministry approved degree granting programs, diploma and certificate programs are eligible. Once designated, institutions can accept and enrol international students on study permits in Alberta. Designation is dependent on confirmation of the institution's compliance with Pan-Canadian Common Elements and Alberta Common Elements. However, these institutions also may offer other types of programs that are not governed by the PSLA. These other programs need to comply with the ADR elements in order to be designated and may be designated as specific program types, such as English language

programs. Workforce and Professional Development programs, which is further described in the Public Sector Elements of this document, must meet a set of requirements unique to that program type, (see page 15).

Private Vocational Training Institutions

All training programs licensed by the Ministry under the *Private Vocational Training Act* are eligible. Once designated, these institutions can accept and enrol international students on study permits in Alberta. Designation is dependent on confirmation of the institution's compliance with Pan-Canadian Common Elements, Alberta Common Elements and Alberta Private Sector Elements, including flight schools licensed under the *Private Vocational Training Act*.

Theology Schools, Bible Colleges, and Seminaries

Learning programs at theology schools, Bible colleges, and seminaries that are accredited under the Association of Theological Schools, or Association of Biblical Higher Education, or have submitted a formal application for membership to either organization and is making reasonable progress can once designated, accept and enrol international students on study permits. Designation is dependent on confirmation of the school's compliance with Pan-Canadian Common Elements, Alberta Common Elements and Private Sector Elements.

Flight Schools

Flight schools that are not covered under the *Private Vocational Training Act* but adhere to Transport Canada regulations as part of the Canadian Aviation Regulations (CARs) and are in possession of Flight Training Unit Operator Certificates are eligible. Once designated, these schools can accept and enrol international students on study permits. Designation is dependent on confirmation of the school's compliance with Pan-Canadian Common Elements, Alberta Common Elements and Private Sector Elements.

Language School Programs at Public and Private Institutions

Language programs offered through private language schools or publicly funded institutions in Alberta that are members of Languages Canada or have submitted a formal application that is making reasonable progress are eligible and can apply for designation. Once designated, these schools can accept and enrol international students on study permits in Alberta. Designation is dependent on confirmation of the institution's compliance with Pan-Canadian Common Elements, Alberta Common Elements and Private Sector Elements, as applicable, for Designation.

First Nations Colleges

The new regulations provide an exemption from the requirement to obtain a study permit for foreign nationals who are registered Indians under Canada's *Indian Act*. However, other foreign nationals attending First Nations Colleges are not exempt from the regulations.

Collaborative programs offered with publicly-funded institutions, but delivered on the First Nations Colleges' campuses, are eligible. Other eligible programs offered through these colleges may include: licensed private vocational training programs, English language programs, and academic upgrading. Once designated, these colleges can accept and enrol international students on a study permit in Alberta. Designation is dependent on confirmation of the institution's compliance with Pan-Canadian Common Elements, Alberta Common Elements and Private Sector Elements for Designation.

Other Eligible Private Learning Programs/Institutions

AE recognizes that the IRCC regulations may have an impact on other types of private institutions operating in Alberta. Please contact the International Education and Intergovernmental Coordination branch at international.ed@gov.ab.ca for more information regarding program eligibility.

Branch Campus Locations and Collaborative Programs

Institutions on the List of Designated Institutions (LDI) may offer Ministry-approved programs in other locations within Alberta provided they are delivered as approved. Alberta will not offer designation to branch campuses and programs operating in other provinces and territories. Out-of-province branch campuses and programs require designation from the jurisdiction in which they are operating.

Academic Upgrading and Preparation

Under the current IRCC regulations, foreign nationals attending any primary or secondary institution will continue to be eligible to receive a study permit, where a province or territory has not yet entered into an agreement or arrangement with IRCC regarding the designation of primary and secondary learning institutions. At present, primary and secondary level learning institutions in Alberta are designated to accept and enrol international students.

Alberta learning institutions that are accredited as high schools through Alberta Education, or had an established and existing formal partnership with a local school board prior to the implementation of the new federal immigration regulations enacted in June 2014 are eligible and can apply for designation.

Academic Upgrading, Pathway or Bridging Programs

Alberta Advanced Education's Roles and Mandates Policy Framework clearly defines the roles and responsibilities of publicly-funded post-secondary institutions.

Certain institutions have received mandates to provide foundational learning opportunities in academic upgrading. Academic upgrading refers to grade 10-12 level courses offered by colleges and technical institutes in Alberta that follow the Alberta Education curriculum, as well as high school equivalency courses accepted by Alberta and Canadian universities and colleges. These academic upgrading programs do not lead to a credential but may receive Ministry approval as a program, when aligned with that institution's mandate.

Some learning institutions offer bridging or pathway activities that are designed to assist students to prepare for a level of study or program for which they are not directly admissible. This includes formal or informal courses, modules, test preparation or skill development. Bridging or pathway programs do not lead to a credential, but rather fulfill the pre-requisites for post-secondary program entrance.

Currently, only post-secondary academic upgrading programs that are Ministry-approved or have Ministry-recognized third-party oversight are eligible to apply to AE for designation. This is limited to institutions that

- i. are accredited as high schools through the Ministry of Education
- ii. have an existing formal partnership with a local school board, established prior to the implementation of the new federal immigration regulations enacted in June 2014
- iii. have existing Ministry-approved academic upgrading, pathway or bridging programs currently operating that are intended for and provide academic upgrading for Albertans. However, no new academic upgrading, bridging, or pathway programs will be able to accept and enrol international students until an oversight and policy model is developed.

The Alberta Council of Admissions and Transfers (ACAT) maintains a list of academic upgrading courses for adult equivalency (in lieu of Alberta Education courses). The list is not considered oversight, but has only those courses accepted in common by all degree-granting Alberta post-secondary institutions for admission.

Brokered Programs

These are program spaces or courses, delivered by an Alberta Learning Institution, negotiated as part of a contract or agreement with a non-Alberta post-secondary learning provider or institution, government or company. These third party-brokered programs can be designated under the ADR where international students are registered in Ministry-approved designated programs.

Institutions with One Eligible Program

Institutions having at least one program eligible to be designated under the ADR can be placed on the LDI and execute an agreement with AE. The agreement would confirm those programs eligible to receive international students on study permits.

Non-Credit Second Language Programs

Ministry approval of non-credit second language programs for record-keeping purposes in the Provider and Program Registry System (PAPRS) does not meet the Pan-Canadian Elements for program review and oversight. Therefore, to meet the ADR, non-credit second language programs must be members of Languages Canada or another Ministry-accredited body.

Designation Requirements

To ensure designation, Alberta Learning Institutions must meet the following required designation elements

- **Pan-Canadian Common Elements** (With Alberta Performance and Delivery Standards)
- **Alberta Common Elements**
- **Alberta Private Sector Elements** (for private education institutions and programs)

NOTE: This also includes consumer financial protection requirements

Pan-Canadian Common Elements

(With Alberta Performance and Delivery Standards)

All Alberta Learning Institutions eligible for designation by AE must meet the Pan-Canadian Common Elements. These elements are integral to the regulatory changes made by IRCC. These elements exist to ensure the integrity of Canada's International Student Program. The Pan-Canadian Common Elements are described below, along with the Alberta Performance and Delivery Standards.

1. Compliance with provincial/territorial legislation, regulations and/or policies governing education.

Alberta Performance and Delivery Standards

Institutions will comply with all provincial legislation, regulations and policies relevant to their offerings of education courses and programs in Alberta including

- i. the *Post-secondary Learning Act*
- ii. the *Private Vocational Training Act*
- iii. the *Freedom of Information and Protection of Privacy Act* (FOIP) or with the *Personal Information Protection Act* (PIPA)
- iv. Theology schools, Bible colleges and Seminaries operating under special Acts will comply with those Acts
- v. Flight schools will comply with the Transport Canada regulations as part of the Canadian Aviation Regulations (CARs)
- vi. First Nation Colleges operating learning programs will comply with any Canada and Alberta legislation, regulations and policies relevant to the various programs
- vii. Other private Learning Institutions will comply with any Alberta legislation, regulation or policies governing the offering of education programs or courses within or outside of Alberta.

2. Compliance with bylaws, standards and policies respecting the delivery of education or training programs set by accrediting or standard-setting bodies recognized by the provincial/territorial government.

Alberta Performance and Delivery Standards

- i. Professional programs will meet all professional and regulatory body requirements (i.e. College and Association of Registered Nurses of Alberta).
- ii. Programs and courses offered by theology schools, Bible colleges and seminaries falling outside of the *Post-secondary Learning Act* and the *Private Vocational Training Act* to be designated under the ADR will have their programs reviewed and approved/accredited by either The Association of Theological Schools (ATS), or the Association of Biblical Higher Education (ABHE).
- iii. All language schools/programs will be members of Languages Canada and comply with the Agreement signed between the Ministry of Enterprise and Advanced Education and Languages Canada on December 17, 2012.
- iv. All flight school programs will meet all applicable Transport Canada regulations, including the Canadian Aviation Regulations (CARs) and be in possession of Flight Training Unit Operator Certificates for the licensed programs requiring study permits.
- v. First Nation Colleges operating learning programs will comply with those provincial legislation, regulations and policies relevant to the various programs.
- vi. Other private Learning Institutions will comply with those provincial legislation, regulations or policies relevant to the various programs.

3. Accountability for meeting the following terms and conditions:

- a. **Adopt policies and put procedures in place that provide for the protection of international students with study permits, including a transparent tuition fee refund policy which is made available to all international students upon offer of admission.**

Alberta Performance and Delivery Standards

Institutions will have in place and provide

- i. complete and accurate information that is publicly available about all learning programs, admission requirements and academic policies
- ii. full program costs associated with studying at the institution and for the program, ensuring these are publicly available during the application process and in advance of any student payments
- iii. a student complaint and dispute resolution process that is publicly available for the resolution of student complaints
- iv. student records that are securely maintained and that meet freedom of information and protection of privacy legislative requirements
- v. a health care insurance policy that is publicly available and communicated to international students; it clarifies student eligibility for the Alberta Health Care Insurance Program (AHCIP) and strongly encourages international students to purchase adequate coverage when not covered by AHCIP (i.e. for studies shorter than 12 months duration)
- vi. a policy for tuition fee payment and refund that is publicly available and communicated to international students; it covers all circumstances under which

- a student is entitled to a full or partial refund of tuition fee and outlines the refund process
- vii. housing and homestay policies that include fee payment and refund guidelines that are publicly available and communicated to international students
NOTE: This applies only to institutions that directly offer or manage student housing and homestay programs.
 - viii. admission letters that outline the learning program for which a student has been accepted, program requirements including course work and its duration, and tuition and associated fees.

b. Establish and adhere to policies and procedures related to language proficiency and credential assessment and recognition for international students, and disseminate accurate and transparent information regarding those policies to prospective students.

Alberta Performance and Delivery Standards

Institutions will have in place and provide

- i. publicly available language proficiency admission policies that rely upon international and Canadian-recognized language assessment tests where admission scores meet or exceed industry standards to allow for student success
- ii. language scores used for admission as part of the student's application record; upon request, these will be provided to the Ministry as part of any program review to confirm compliance with the ADR
- iii. credential assessment and recognition standards adopted by the institution that reflect established conventions and practices.

c. Have sufficient administrative capacity to provide services to meet the unique needs of international students applying to, and enrolled at, the institution.

Alberta Performance and Delivery Standards

An institution must demonstrate it provides services that meet the specific needs of its international students, adheres to continuous improvements in services and aligns with the aims and objectives of the institution by providing the following

- i. a clear and publicly available description of the nature, extent and availability of international student services
- ii. a designated staff member with responsibility for supporting international students applying to and enrolled at the institution

This staff member will have the appropriate level of knowledge and skills necessary to support international students, including familiarity with or knowledge about

- a. arrival and orientation services for international students
- b. federal immigration regulations and requirements to provide services and information to international students

- c. IRCC regulations relating to international students studying and working in Canada
 - d. the ADR and the terms of compliance
 - e. cross-cultural communication skills and knowledge of cultural adjustment and adaptation.
- iii. timely services and accurate information
 - iv. assistance with providing or locating suitable accommodation
 - v. counseling support or links to counselling support in the community
 - vi. health and social service support, or links to such supports in the community
 - vii. academic support, including academic and career counselling.
- d. Undertake promotional initiatives that are, where applicable, in compliance with existing provincial or territorial regulations or policies on advertising, including compliance with the Imagine Education au/in Canada brand eligibility framework.**

Alberta Performance and Delivery Standards

- i. Designated Learning Institutions will ensure appropriate practices are implemented for marketing and promoting learning programs. They will adhere to the [Canadian Code of Advertising Standards](#), follow the [Edu-Canada Imagine Education Au/In Canada Brand Use Guidelines](#) and follow Alberta ethical requirements where applicable.
- e. *Have a published policy that outlines the elements that constitute a student's good standing at the institution, and, where applicable, demonstrates that the policy is consistent with provincial/territorial requirements.***

Alberta Performance and Delivery Standards

- i. Institutions will have in place and provide publicly available academic policies, including admission standards, academic standing, academic probation and appeal processes.
- f. *Have the capacity to maintain the following enrolment-reporting requirements and have designated an individual who will be responsible for fulfilling IRCC reporting requirements related to the admission and hosting of international students.***

Alberta Performance and Delivery Standards

Institutions will

- i. confirm the initial enrolment of each international student with a study permit
- ii. report the enrolment status of all international students with study permits through IRCC's online portal and as required by the Ministry where applicable (see following section).

Alberta Common Elements

The successful management and growth of the ISP by designated institutions in Alberta requires shared accountability to attract and enrol international students. Accountability practice will include the following

1. **International Student Reporting**

All Designated Learning Institutions will meet IRCC data requirements and Ministry data requirements on application, admission, enrolment and completion for all international students as follows

- i. programs approved or licensed directly by the Ministry will be seen as having met this requirement through institutional reporting requirements of the **Learner and Enrolment Reporting System (LERS)**, **Provider and Program Registry System (PAPRS)**, **Private i** and with the provision of this aggregate data for students registered in ESL programs at publicly-funded institutions
- ii. approved Language programs will be seen as having met this requirement through aggregate data provided annually to the Ministry by Languages Canada
- iii. Theology schools, Bible colleges and seminaries will be seen as having met this requirement through aggregate data on international students registered in all programs, as provided by IRCC and the International Student Program
- iv. Flight schools will be seen as having met this requirement through aggregate data on international students registered in all programs, as provided by IRCC and the International Student Program
- v. First Nations Colleges will be seen as having met this requirement through aggregate data on international students registered in all programs, as provided by IRCC and the International Student Program
- vi. other private Designated Learning Institutions will be seen as having met this requirement through aggregate data on international students registered in all programs, as provided by IRCC and the International Student Program.

2. **Satisfactory Performance on Review and Inspection**

To become or remain designated, an institution must provide full and complete information regarding the ADR and participate in ADR compliance reviews or an audit. Non-compliance will result in the restriction of the number of international students that may be enrolled, suspension of designation and/or revocation of designation of one or more of the institutions' programs.

3. **Identify Whether a Learning Program is Designated or not Designated**

Institutions may have Designated Learning Programs as well as programs that are not Designated. Therefore, institutions are required to

- i. Clearly indicate which programs are not eligible to receive international students on study permit on the institution's public website and/or the institution's program calendar
- ii. Clearly indicate in the International Student's acceptance letter whether or not the learning program for which the student is accepted, is designated by stating prominently
 - a. "This program is a Designated Learning Program and eligible to receive foreign nationals on a study permit" or

- b. “This program is not Designated and ineligible to receive foreign nationals on a study permit.”

4. Post-Graduation Work Permit Program (PGWPP) individuals pursuing studies

International students participating on the PGWPP who:

1. Are engaged in study for less than six months do not require a study permit
2. Are engaged in studies for more than six months require a study permit and:
 - i. Study permits can only be issued by IRCC for students attending programs at DLIs;
 - ii. Study permits will be required for pursuing studies in all programs at a DLI including credit and non-credit programs; and
 - iii. All Alberta DLIs may admit and enroll international students into any program offered at their institution beyond ministry approved and recognized programs provided all other ADR requirements are met aside from ministry or third party program recognized accreditation.

Alberta Private Sector Elements

The IRCC amendments bring increased opportunity for Alberta private institutions and training providers to accept and enrol international students. This comes with new accountability for the province and Learning Institutions for the successful growth of the ISP in Alberta. Varying levels of capacity and accountabilities for ISP exist across the private sector. To ensure standards are met, the following Alberta Private Sector Elements apply to private institutions and training providers.

1. Business and Enterprise Standing

All private institutions will be required to

- i. have successfully operated and delivered learning programs in Alberta for a minimum of three years, or a minimum of five years in another Canadian jurisdiction or another country prior to being able to have any program designated for receiving international students whose studies will be longer than six months. This means
 - a. the institution has offered at least one Ministry-approved program under Alberta’s *Post-secondary Learning Act*, one licensed program under Alberta’s *Private Vocational Training Act* or one program that is accredited by a Ministry-recognized oversight body
 - b. all language schools in Alberta that are current operating members of, and in good standing with, Languages Canada will not be subject to the minimum three-year rule for offering language programs in Alberta
 - c. learning institutions that have not been operating education programs in Alberta for a minimum of three years can apply for designation providing they participate in compliance reviews in each of the first three years following designation. In the application for designation, private institutions not covered under the *Private Vocational Training Act* will also be required to
 1. submit documentation that demonstrates that the applicant has financial resources that are adequate to effectively deliver the learning programs on an ongoing basis, in a form that is acceptable

- to the director (e.g. audited financial statements for the past three years of operation).
 - 2. submit letters from all third-party accreditation bodies providing program accreditation and oversight recognized by the Ministry Advanced Education under the ADR stating the learning institution is in good standing.
 - d. a change in the learning institution’s corporate structure or name (through merger, acquisition, purchase, sale, or otherwise) may require a new application for designation to be submitted for a previously-designated program. In addition, a new Designation Agreement may need to be signed. These issues will be considered by the Director on a case-by-case basis.
- ii. have a current business permit or license and be compliant with all applicable provincial regulations
- iii. have no “stop orders” in effect (under the *Private Vocational Training Act*)
- iv. have the infrastructure and resources (as advertised to international students and necessary to deliver learning programs) in accordance with accepted post-secondary education and industry standards and practices
- v. provide financial records to the Ministry for review in a timely manner when requested.

NOTE: The three or five years of successfully operated as the business entity may be demonstrated in another manner acceptable to the Director. See question 31 in [the FAQs](#).

2. Consumer Financial Protection for International Students

A. Financial Protection

To meet the ADR requirements for consumer financial protection for international students, all eligible programs/institutions not covered under the *Private Vocational Training Act*, or are not members of Languages Canada, must provide financial protection for tuition paid by international students to their institution. The financial protection put into place must align with the institution’s tuition fee collection and refund policy.

Institutions need to adopt one of the following financial protection mechanisms

- i. trust account
- ii. surety bond
- iii. phased tuition collection or
- iv. some other form of protection acceptable to the Director, such as a letter of credit.

1. Trust Account

- i. All tuition collected from international students by the institution must be deposited into a trust account.
- ii. The trust account must be managed by a bank, as defined by the [Bank Act](#) S.C. 1991, c. 46.
- iii. Institutions may withdraw funds from the trust account at specific milestones, as the earned benefits are delivered
 - a. Institutions may only accept up to 10% of the tuition fee up front or before the program starts in order to ensure a seat in the program for the student

- b. Institutions may withdraw from the trust account 50% of the tuition fees collected from an international student once 50% of the program benefit in which the student is enrolled has been delivered
 - c. Institutions may withdraw from the trust account 100% of the tuition fees collected from an international student once 100% of the program benefit in which the student is enrolled has been delivered.
- iv. Institutions must ensure that any security submitted regarding the ADR remains in force for as long as the institution is a Designated Learning Institution.
- v. The trust account needs to have an administration agreement in place with conditions as set out in the ADR with a third party administrator, and funds would be placed in the appropriate account and disbursed according to the mandate of the administrator.

2. Surety Bond

- i. The surety bond is insured with a recognized [surety company](#) and is equivalent to, or greater than, the total amount of tuition collected from international students at the beginning of each semester.
- ii. Tuition held by the Designated Learning Institution for international students enrolled in the Designated Learning Programs must not at any given time exceed the amount of the Surety bond posted.

3. Phased Tuition Collection

Institutions may only accept and collect tuition fees from international students for the program in which the student is accepted and enrolled according to the following conditions and schedule

- i. no more than 10% of the tuition fees can be collected in advance of arrival, this does not include any application fee, before the program starts in order to ensure a seat in the program for the student
- ii. up to an additional 25% of the tuition fees can be collected upon arrival and registration at the institution
- iii. up to an additional 25% of the tuition fees can be collected once 50% of the program benefit has been delivered
- iv. the balance of the tuition fees can be collected once the majority (90% or more) of the program benefit has been delivered.

NOTE - Sponsored students: If an Institution receives third-party payment for international student tuition and fees (either full or partial payment), it is not subject to the restrictions on collection identified above. The Designated Learning Institution will then apply the phased tuition collection schedule to any remaining amount, if any, owed by the student.

B. Reviews and Investigation

- i. To receive designation, institutions will provide proof of security or indicate a phased tuition collection policy will be implemented in the checklist documentation that must be completed as part of the application process.

- ii. Proof of adequate security or phased tuition collection policy must be provided to the Ministry during any compliance review or investigation of the institution.

C. Tuition Refunds

Tuition will be refunded to International Students as follows

- i. Where a Designated Learning Institution ceases to deliver a Designated Learning Program, the institution will compensate International Students for any undelivered portion of the program in accordance with its refund policy unless it provides a means to enable a student to complete the program without any disadvantage to the student in which case a refund is not required
- ii. Where a Designated Learning Institution ceases to deliver a Designated Learning Program licensed under the *Private Vocational Training Act* and the *Private Vocational Training Regulation*, the Regulation must be adhered to
- iii. If an international student terminates a student contract with the institution and/or withdraws from a program, the institution's tuition fee refund policy applies.

D. Payment of Refunds

A refund of an international student's tuition fees will be paid to the student, individual or organization that originally paid the tuition within 30 days.

Alberta Public Sector Elements

The following Alberta Public Sector Elements are intended for institutions that currently offer or may in the future provide Workforce and Professional Development to foreign nationals where a study permit is needed due to the program(s) being:

- six months or less in length with an integrated work component, or
- more than six months in length.

NOTE: If your institution is conducting Workforce and Professional Development where there is no integrated work component and the program's length is six months or less, a study permit is not required.

1. Workforce and Professional Development

A. Scope and Design

Workforce and Professional Development under the ADR refers to a post-secondary, not-for-credit training program designed to enhance competencies related to a particular industry, trade or profession. Workforce and Professional Development programs offered at a publicly funded post-secondary institution may be eligible to apply for designation. This is limited to:

- i. *Corporate training* – programs not subject to Ministry approval, often customized to meet the specific workforce development goals and training criteria of a corporate

client (e.g. foreign governments, post-secondary learning providers, small- or medium-sized foreign enterprises) that do not yield a certificate.

- ii. *Professional certification* – programs not subject to Ministry approval that yield a certificate that is recognized as an institutional credential and accredited by an autonomous and reputable professional association.

Designation to accept international students is dependent on confirmation of the program's compliance with the following:

- i. Students are aware that successful program completion does not yield a ministry approved credential (degree, diploma, or certificate) and courses within the program are non-credit.
- ii. Workforce and Professional development programs must not be structured as a formal laddering or student pathway program resulting in advanced placement into Ministry-approved programs.
- iii. Publicly funded post-secondary institutions are responsible to ensure the delivery of Workforce and Professional Development programs to international students is not subsidized by government. This takes into account tuition and program costs including all direct and indirect instructional and administrative costs.
- iv. Length of non-credit professional certificate programs is less than 8 months.

B. Program Considerations

Corporate training will ensure:

- i. course content, delivery and evaluation of acquired competencies are based on industry standards.
- ii. instructor(s) meet industry accepted standards for provision of training.

Professional certification will ensure curricula and certificate of achievements are accredited by the professional association, organization or society entrusted to either:

- i. maintain oversight and legitimize the practice for the occupation through recognition of training and evaluation of qualifications; or
- ii. mandate and oversee additional training for licensure of its members.

In many publicly funded post-secondary institutions, Workforce and Professional Development is administered outside the ministry approved academic structures. Designation is dependent on confirmation of the program's compliance with Pan-Canadian and Alberta Common Elements including clear tuition policy guidelines and student complaint resolutions.

Applying for Designation

NOTE: Copies of the forms in the following list are located on our website at iae.alberta.ca/adr. Please visit this site and read all the forms previous to the conference call.

The steps in the application for designation eligibility process are as follows:

1. Sign up and attend a conference call on the designation process. Please email international.ed@gov.ab.ca to register.
2. Complete the [Application for Alberta's Designation List of Institutions and the attached Checklist of Compliance](#), within 90 days of attending the conference call, that involves an institutional assessment and confirmation of designation elements. Please ensure the legal name is used on the application with any trade or business names added. Ensure a legal signing authority on behalf of the Learning Institution is the first person on the application with the Designated Institutional Representative at an operational level.
3. Complete the Checklist items in **all the relevant Elements** according to the template sent to you after the conference on your institutions program type to confirm compliance with the designation requirements.
4. Please check the [Frequently Asked Questions \(FAQs\)](#) on the website before contacting the Ministry with any questions. For the quickest response to any questions not addressed by the FAQs please email your query to international.ed@gov.ab.ca. Any questions will be addressed within three business days.
5. Ensure a legal signing authority on behalf of the Learning Institution endorses the [Application for Alberta's Designation List of Institution: IRCC International Student Program](#) form.
6. Submit these completed forms through email at international.ed@gov.ab.ca.
7. A sample copy of the **Designation Agreement** is available for download on the website.
8. Upon Ministry confirmation that your application is approved, you will receive the **Designation Agreement** specific to the institution, which will be between AE and the Learning Institution. Sign and submit this agreement to receive confirmation that the institution is placed on the [List of Designated Institutions](#) (LDI).

Reason for Being Declined

AE may decline to designate a Learning Institution or program where

- it does not meet the Pan-Canadian, Alberta Common or Private Sector eligibility requirements
- the program is not regulated or licensed under existing provincial legislation providing program review and oversight
- there is no Ministry-recognized third-party oversight authority ensuring the ISP standards are met.

Suspension and Revocation of Designation and Termination

Institutions need to provide notification, in writing, of the failure to comply with one or more of the Elements of Designation once a Designation Agreement is in place. The Ministry will review the non-compliance and follow the Alberta Designation Compliance Policy and Procedure.

If the Institution fails to comply with one or more of the elements required for the designation of any program, the Ministry will provide the Learning Institution with written notice that it is non-compliant and its non-compliance must be rectified within the time prescribed in the notice as determined by the Ministry. In the event that the non-compliance is not rectified to the Ministry's satisfaction within the prescribed time, the Minister may do one or more of the following

- i. restrict the number of new International Students that may be enrolled in one or more Designated Learning Programs
- ii. suspend the designation of one or more Designated Learning Programs
- iii. revoke the designation of one or more Designated Learning Programs, or
- iv. terminate the Designation Agreement.

Request for Revocation by Institution

The Ministry may, on written request by the Institution, revoke the designation of one or more Designated Learning Programs.

Cease to be an Eligible Learning Program

The Ministry may revoke the designation of a Designated Learning Program where that program ceases to be an Eligible Learning Program.

Revocation of all Designated Learning Programs

In the event the Ministry revokes all of the Designated Learning Programs offered by the Institution, the designation may be immediately terminated upon written notice to the Institution.

Cease to be a Learning Institution

In the event that the Institution ceases to be a Learning Institution, the designation may immediately be terminated upon written notice to the Institution.

Cease to Operate

In the event that the Institution ceases to operate, the designation may immediately be terminated upon written notice to the Institution.

A sample Designation Agreement with more details on the suspension and revocation of designation and termination will be provided to each Learning Institution upon submitting an application for designation.

Right to Appeal

The right to appeal is available when

- i. an application for designation is declined
- ii. a review has found the Designated Learning Institution non-compliant (see page 17 for more information on non-compliance).

Within 30 days of receipt of the written notice of rejection of the application to be placed on the List of Designated Institutions, the Learning Institution may submit an appeal along with supporting documentation for further consideration by the Director.

If, after further review, the institution still appears to be unable to meet the Alberta Designation Requirements a notice will be sent out advising the institution of this decision. The decision of the Director will be final.

AE will undertake a continuous review process to evaluate the efficacy of the ADR and the management of the ISP in Alberta. AE will adopt a process of ongoing and timely review of applications for designation.

Changes and updates to the List of Designated Institutions provided to IRCC will occur as warranted. Designated Learning Institutions will comply by accepting and enrolling only those international students with study permits into designated eligible programs.

Compliance Policy and Procedures

A designated learning institution must continue to comply with the designation requirements as attested in the application and agreed upon in the Designation Agreement, in order to maintain the designation to accept and enroll international students. Monitoring on an annual system review will be undertaken at random and after any reported incident that warrants a review and/or investigation. Incoming concerns may arise from

- telephone calls
- emails
- Ministry correspondence
- referrals from IRCC
- branch compliance reviews
- review activity

More details on the Alberta Designation Compliance Policy and Procedures will be provided to each Learning Institution upon submitting an application for designation.

Glossary and Abbreviations

ABHE — Association of Biblical Higher Education, accreditation body providing quality oversight for undergraduate divinity programs.

ACAT— Alberta Council of Admissions and Transfers is the body that maintains a list of academic upgrading courses for adult equivalency (in lieu of Alberta Education courses). Alberta post-secondary and Learning Institutions accept these for admission. Only courses accepted in common by all degree-granting institutions are included.

ADR – Alberta Designation Requirements is this document, which establishes the requirements for Learning Institutions to be designated eligible to accept and enrol international students with study permits.

AE – Government of Alberta’s Ministry of Advanced Education

Application for Designation – the application form submitted by the Learning Institution in order to receive designation to accept and enroll international students with study permits.

ATS – The Association of Theological Schools, accreditation body providing quality oversight for graduate divinity programs.

Checklist – the institutional assessment and confirmation of designation elements checklist within the Application for Designation submitted by the institution

IRCC – Immigration, Refugees and Citizenship Canada, formerly Citizenship and Immigration Canada or CIC, is the federal government department responsible for issuing study permits for international students

Designated Learning Program – a learning program, designated by the Ministry as eligible to be offered to international students with study permits.

Designated Learning Institution – a Learning Institution with a learning program that has been designated by the Ministry as able to accept and enrol international students

Elements for Designation – collectively means requirements under the Pan-Canadian Common Elements, the Alberta Common Elements, and, where applicable, the Alberta Private Sector Elements as identified and described in this document

Eligible Learning Program – a program of study of longer than six (6) months duration and programs of study shorter than six (6) months of study with an integrated and mandatory work component that has the potential to become a Designated Learning Program.

ESL – English as a Second Language

International Student – a foreign national who is authorized to study in Canada under a study permit issued by IRCC

ISP – International Student Program

Learning Institution – a post-secondary institution in Alberta which, for the purposes of the International Student Program, includes the following categories:

- i. Public post-secondary institutions and publicly funded colleges and universities under the *Post-secondary Learning Act*
- ii. Private vocational training schools under the *Private Vocational Training Act*

- iii. Private language schools in Alberta that are current operating members of Languages Canada Association and in good standing with that association
- iv. First Nations Colleges that offer various programs and courses in collaboration with publicly funded institutions, as a private vocational training provider, and/or academic upgrading
- v. Private post-secondary institutions that offer programs that are subject to oversight by Ministry-approved third parties
- vi. Other private post-secondary institutions with Ministry-approved programs

LDI – List of Designated Institutions - a list of Learning Institutions who are eligible to accept and enrol international students who have a study permit

PGWPP – Post-graduation Work Permit Program, IRCC program to enable international students from eligible post-secondary programs to work in Canada after graduation.

Training Provider – private learning provider of vocation training and programs