
*Alberta Designation Requirements
(ADR)*

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

Ministry of
Advanced Education

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Regulations for the International Student Program

Under the Government of Canada's [International Student Program \(ISP\)](#), post-secondary Learning Institutions must be designated to accept and enrol international students. Provincial and territorial governments are responsible for designating programs and learning institutions in their jurisdiction. International students who enrol at Learning Institutions that are not designated are not eligible to receive a study permit.

International students need a study permit to attend programs in Canada that are either:

- longer than 6 months in duration or
- 6 months or shorter in duration but have an integrated and mandatory work component (such as a required internship or work placement)

International students taking programs that are 6 months or shorter in duration (that do not have an integrated and mandatory work component) must still meet Canadian immigration requirements.

Purpose of the Regulations

The [Immigration and Refugee Protection Act \(IRPA\)](#) and regulations are legislated by the Government of Canada and establish the conditions by which international students are eligible to receive a study permit. After arriving in Canada, IRPA requires international students to enrol in and actively pursue a course or program of study at a Designated Learning Institution (DLI). Federal, provincial, and territorial governments work together to administer the ISP. This multi-level government approach helps to ensure that Canada and Alberta remain a destination of choice for international students seeking a quality education. By collaboratively managing the ISP, federal, provincial, and territorial governments expect the following results:

- strong program integrity
- genuine international students actively pursuing their studies
- safe learning environments and quality services for international students at DLI
- improved processing times and approval rates of study permits
- improved competitiveness in attracting talent to Canada to study

Immigration, Refugees and Citizenship Canada (IRCC) screens all foreign nationals seeking travel to Canada who require a visa, including international students. IRCC is responsible for applying the [List of Designated Institutions \(LDI\)](#) provided by [Alberta Advanced Education \(AE\)](#) when processing study permit applications for international students seeking to study in Alberta.

To accept and enrol international students, Learning Institutions operating in Alberta must be designated by AE.

Once a Learning Institution has completed the designation application process successfully, AE will develop a Designation Agreement with the institution and will sign the agreement after it is signed by an authorized representative of the Learning Institution. AE will then place the Learning Institution on the LDI.

Purpose of the ADR

The ADR outlines the eligibility requirements for designation in Alberta and the responsibilities of a DLI, including how to maintain designation once achieved. Also, the ADR contains instructions on how to apply for designation. Interested Learning Institutions are encouraged to carefully review the ADR, prior to submitting an application for designation to AE.

Overview of Eligible Institutions and Programs

Different Learning Institutions in Alberta are subject to different provincial legislation, regulations, and policies.

Under the ADR, the following Learning Institutions are eligible to apply to AE for designation of their programs:

- publicly-funded universities, colleges, and polytechnic institutions¹
- private career colleges
- faith-based post-secondary schools
- flight schools
- private language schools
- first nations colleges
- other private learning institutions

Publicly-funded Universities, Colleges, and Polytechnic Institutions

All publicly-funded post-secondary institutions, governed by the *Post-Secondary Learning Act* (PSLA), are eligible to apply for designation. Designation is awarded on an institutional basis. Once designated, these institutions can accept and enrol international students on study permits into all programs or courses they offer in Alberta. Designation is dependent on confirmation of the Learning Institution's compliance with the requirements listed under the Pan-Canadian Common Elements, the Alberta Common Elements, and the Public Sector Elements.

Private Career Colleges

Private Career Colleges are eligible to apply for designation for vocational programs they offer that are licensed by AE under the *Private Vocational Training Act* (PVTa). Designation is awarded for licensed programs only. Once designated, these institutions can accept and enrol

¹ Post-secondary institutions governed by the *Post-secondary Learning Act*.

international students on study permits in Alberta into designated programs only. Designation is dependent on confirmation of the institution's compliance with the requirements listed under the Pan-Canadian Common Elements, Alberta Common Elements, and the Private Sector Elements.

Faith-based Post-secondary Schools

Faith-based post-secondary schools that offer post-secondary programs in divinity (e.g. certificates, diplomas, and degrees) are eligible to apply for designation, provided they meet one or more of the following requirements:

- i) are accredited by the [Association of Biblical Higher Education](#) (ABHE) or by the [Association of Theological Schools](#) (ATS)
- ii) have submitted a formal application for membership to ABHE or ATS and is making reasonable progress towards accreditation
- iii) have a signed Alberta Institution Designation Agreement with [Alberta Student Aid](#)

Designation is awarded on a program-by program basis. Once designated, these institutions can accept and enrol international students on study permits in Alberta into designated programs only. Designation is dependent on confirmation of the institution's compliance with the requirements listed under the Pan-Canadian Common Elements, Alberta Common Elements, and Private Sector Elements.

Flight Schools

Flight schools that are subject to the [Canadian Aviation Regulations](#) (CARs) under the federal Aeronautics Act and are in possession of Flight Training Unit Operator Certificates are eligible to apply for designation. Some flight schools may be licensed as private career colleges by AE, and these institutions are subject to the [PVT A](#). Designation is on a program-by program basis. Once designated, these institutions can accept and enrol international students on study permits in Alberta into the designated programs only. Designation is dependent on confirmation of the institution's compliance with the requirements listed under the Pan-Canadian Common Elements, Alberta Common Elements, and Private Sector Elements.

Private Language Schools

Private Learning Institutions that offer language programs are eligible to apply for designation, provided they meet one of the following requirements:

- i) are members of [Languages Canada](#)
- ii) have submitted a formal application for membership to Languages Canada and are making reasonable progress towards accreditation.

Designation is awarded on a program-by program basis. Once designated, these institutions can accept and enrol international students on study permits in Alberta into the designated

programs only. Designation is dependent on confirmation of the institution's compliance with Pan-Canadian Common Elements, Alberta Common Elements, and Private Sector Elements.

First Nations Colleges

First Nations Colleges are eligible to apply for designation, provided they meet one or more of the following requirements:

- i. are accredited by a Ministry recognized Indigenous Accreditation Body
- ii. offer ministry-approved programs through a collaboration agreement, with a publicly-funded institution
- iii. offer a ministry-licensed program subject to the [PVT A](#)
- iv. offer a language program and are a member of Languages Canada

Designation is awarded on a program-by program basis. Once designated, these institutions can accept and enrol international students on study permits in Alberta into the designated programs only. Designation is dependent on confirmation of the institution's compliance with the requirements listed under Pan-Canadian Common Elements, Alberta Common Elements, and Private Sector Elements.

Note: IRCC's regulations provide an exemption from the requirement to obtain a study permit for foreign nationals who are registered Indians under Canada's [Indian Act](#).

Other Private Learning Institutions

AE recognizes that IRCC's regulations may have an impact on other types of private learning institutions operating in Alberta. Only institutions who can demonstrate they offer educational programs with appropriate quality assurance by a Ministry-recognized third-party oversight body will be considered eligible to apply for designation. Designation is awarded on a program-by-program basis. Designation is dependent on confirmation of the institution's compliance with Pan-Canadian Common Elements, Alberta Common Elements, and Private Sector Elements.

Please contact AE at international.ed@gov.ab.ca for more information about eligibility to apply for designation for post-secondary Learning Institutions not mentioned above.

Eligible Programs

Academic Upgrading at Private Learning Institutions

Academic upgrading refers to grade 10-12 level courses offered by Learning Institutions 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. Some Learning Institutions have received government approval to provide foundational learning opportunities in academic upgrading.

Private Learning Institutions that are Accredited Private Schools (non-funded) by Alberta Education are eligible to apply for designation for these programs. Once designated, Learning Institutions can accept and enrol international students into these programs. Designation is dependent on confirmation of the institution's compliance with Pan-Canadian Common Elements, Alberta Common Elements, and Private Sector Elements.

Brokered Programs

Brokered programs are programs delivered by a host institution (e.g. learning institution, government, or company) after signing a contract with a publicly-funded post-secondary institution to deliver their ministry-approved credential or program. Under the ADR, brokered programs offered by a contracted institution may be eligible for designation. Designation is dependent on confirmation of the host institution's compliance with Pan-Canadian Common Elements, Alberta Common Elements, and Private Sector Elements.

Please contact AE at international.ed@gov.ab.ca for more information about eligibility to apply for designation for brokered programs.

Programs Offered at Alternative Campus Locations

Institutions on the List of Designated Institutions may offer designated programs in other locations within Alberta provided the campus is identified in the institution's application (*Alberta Designation Requirements Application: Schedule A.*)

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.

Designation Requirements

DLI in Alberta must meet the following requirements, as applicable:

- **Pan-Canadian Common Elements** – these requirements apply to all Learning Institutions seeking designation in Canada
- **Alberta Common Elements** – these requirements apply to all Learning Institutions seeking designation in Alberta
- **Alberta Public Sector Common Elements** – these requirements apply to all publicly-funded Learning Institutions in Alberta
- **Alberta Private Sector Common Elements** – these requirements apply to all private Learning Institutions in Alberta

Pan-Canadian Common Elements

To be designated to accept and enrol international students in Alberta, all DLI must meet the following Pan-Canadian Common Elements. These elements are integral for adhering to the regulations governing the ISP.

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

Alberta Performance and Delivery Standards

DLI will comply with all provincial legislation, regulations, and policies relevant to their offerings of education courses and programs in Alberta including, but not limited to:

- i. the [PSLA](#)
- ii. the [PVTA](#)
- iii. the [Freedom of Information and Protection of Privacy Act](#) (FOIP) or with the [Personal Information Protection Act](#) (PIPA)
- iv. the [Student Financial Assistance Act](#)
- v. private acts of the legislature

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

DLI will comply with all bylaws, standards, and policies set by the applicable accrediting or standard-setting body, recognized by AE for the purposes of the ISP. Recognized accreditation and standard-setting bodies include, but are not limited to:

- i. Professional programs will meet all professional and regulatory body requirements (e.g. College and Association of Registered Nurses of Alberta).
- ii. Accredited faith-based post-secondary schools will comply with the requirements of either the [ABHE](#) or the [ATS](#)
- iii. Unaccredited, faith-based post-secondary schools will comply with the requirements of their signed Alberta Institution Designation Agreement with [Alberta Student Aid](#)
- iv. All private learning institutions designated to offer language programs will comply with the requirements of their membership with [Languages Canada](#)
- vi. 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
- vii. First Nation Colleges operating learning programs will comply with provincial legislation, regulations, and policies relevant to their various programs. Programs will be approved or accredited by the Government of Alberta, Languages Canada, or a ministry-recognized Indigenous Accreditation Body
- viii. Other private learning institutions will comply with the standards set by their respective ministry-recognized, third-party quality oversight bodies

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

DLI will ensure that:

- i. accurate information about all learning programs, admission requirements, and academic policies is publicly available and communicated to students
- ii. full program costs associated with studying at the institution is publicly available and communicated to students during the application process and in advance of receiving any student payments
- iii. a student complaint and dispute resolution process for the resolution of student complaints that is publicly available and communicated to students
- iv. student records are securely maintained and meet freedom of information and protection of privacy legislative requirements
- v. their health care insurance policy is publicly available and communicated to students, 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. their policy for tuition fee payment and refunds is publicly available and communicated to students, covering all circumstances under which a student is entitled to a refund and outlining the refund process
- vii. if the institution directly offers or manages student housing or homestay programs, then it has housing and homestay policies that include fee payment and refund guidelines that are publicly available and communicated to students
- viii. it has 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

DLI will have in place:

- i. language proficiency admission policies that are publicly available and 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 scores will be provided to the Ministry as part of any compliance review

- 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

DLI must demonstrate they provide services that meet the specific needs of its international students by providing the following:

- i. a description of international student services offered, which is publicly available and communicated to students
- ii. a designated staff member with responsibility for supporting international students in certain areas including, but not limited to:
 - a. arrival and orientation services for international students
 - b. federal regulations on providing immigration services and information to international students (e.g. [Immigration and Refugee Protection Act, Section 91 Representation or Advice](#))
 - c. federal regulations relating to international students studying and working in Canada [e.g. eligibility for [Canada's Post-graduation Work permit Program \(PGWPP\)](#)]
 - d. the ADR and the terms of compliance
 - e. cross-cultural communication skills (e.g. 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 counseling support in the community
- vi. health and social service support, or links to supports in the community
- vii. academic support (e.g. academic and career counseling)

d. Undertake promotional initiatives that are, where applicable, in compliance with existing provincial or territorial regulations or policies on advertising.

Alberta Performance and Delivery Standards

- i. DLI will ensure appropriate practices are implemented for marketing and promoting learning programs. Practices will adhere to the [Canadian Code of Advertising Standards](#) and follow the [EduCanada: a World of Possibilities Brand Use Eligibility Policy](#), if 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. DLI will make their academic policies (e.g. admission standards, academic standing, academic probation, and appeal processes) publicly available.

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

- i. DLI will report the enrolment status of all international students with study permits through IRCC's [Designated Learning Institution Portal: Compliance Reporting](#) and as required by AE, where applicable (see following section).

Alberta Common Elements

To be designated to accept and enrol international students in Alberta, all Learning Institutions must meet the following Alberta Common Elements.

1. International Student Reporting

Alberta Performance and Delivery Standards

DLI must meet all data requirements from IRCC, AE, or a ministry-recognized oversight body for international students enrolled at their institution.

2. Satisfactory Performance on Review and Inspection

Alberta Performance and Delivery Standards

DLI must participate in ADR compliance reviews or audits, as required.

3. Administrative, Corporate, and Legal Changes

Alberta Performance and Delivery Standards

DLI must contact AE at international.ed@gov.ab.ca to notify the ministry when changing a Designated Institutions Representative (DIR) or undergoing a corporate reorganization or a change in legal status.

A change in the DLI's representative, corporate structure, or name (through merger, acquisition, purchase, sale, or otherwise) may require the institution to submit a new application or checklist to AE and/or to sign a new Designation Agreement.

Alberta Public Sector Elements

To be designated to accept and enrol international students in Alberta, all publicly-funded post-secondary institutions, subject to the PSLA, must meet the following Alberta Public Sector Common Elements.

1. Designation by Institution

Alberta Performance and Delivery Standards

Publicly-funded post-secondary institutions will be designated by institution, rather than by program. Once designated, these Learning Institutions are eligible to accept and enrol international students into all programs and courses approved by AE or by an institution approval body or process (e.g. Board of Governors, Senate, or General Faculties Council etc).

2. Transparency on Credentials and Program Designation

Alberta Performance and Delivery Standards

Publicly-funded post-secondary institutions will provide information that is available to the public and will also provide information to students directly about the parchment that the student will receive upon successful completion of a program. This information must specify whether it is a Ministry-approved credential (e.g. degree, diploma, or certificate) or other parchment.

Alberta Private Sector Common Elements

To be designated to accept and enrol international students in Alberta, all private DLI must meet the following Alberta Private Sector Elements.

1. Business and Enterprise Standing

- a. Demonstrate acceptable business management experience by operating successfully as a Learning Institution in Alberta for a minimum of three years.**

Alberta Performance and Delivery Standards

- i. Private DLI will be required to meet one of the following requirements:
 - a. have offered successfully at least one Ministry-approved program under the PSLA for three years
 - b. have offered successfully at least one licensed program under the PVTA for three years
 - c. have offered successfully at least one program that is accredited by a Ministry-recognized third-party oversight body for three years
- ii. Private Learning Institutions 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

- iii. To be designated, Learning Institutions that have not been operating as a learning institution in Alberta for a minimum of three years must:
 - a. participate in annual compliance reviews in each of the first three years following designation
 - b. In their application for designation, sign a statutory declaration confirming that the institution:
 - i. has the appropriate financial resources to deliver the eligible learning program effectively, on an ongoing basis
 - ii. is not subject to any legal action which could impede ongoing delivery of eligible learning programs

b. Provide documentation of ministry approval of programs, licenses or accreditation by a ministry recognized third-party oversight body.

c. Have a current business permit or license.

Alberta Performance and Delivery Standards

Private Learning institutions must have all business permits or licenses required by the municipal authority in the location(s) where they operate. Learning Institutions operating in municipalities and divisions that do not require a Learning Institution to obtain a business permit are exempt from this requirement.

d. Have adequate insurance coverage.

e. Have adequate infrastructure and resources to deliver Designated Learning Programs in accordance with accepted post-secondary education and industry standards and practices.

f. Provide financial records to AE for review in a timely manner, when requested.

g. DLI subject to the PVTA will demonstrate they have no “stop orders” in place.

2. Consumer Protection for International Students

a. Provide students with transparent information on credentials and program designation.

Alberta Performance and Delivery Standards

Private DLI that offer both designated learning programs and programs that are not designated, must differentiate which programs are designated and thus eligible to accept international students on study permits. This information must be made publicly available on the institution’s website and/or program calendar and specified in the student’s acceptance letter.

- b. Enter into student contracts with each international student in any program of study or training.**
- c. Maintain student files for each international student and retain files for a minimum of three years.**
- d. Agree to a site visit of the institution's campus from ministry officials, when requested.**

3. Financial Protection for International Students

Private DLI 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:

- a. Trust Account**
- b. Surety Bond**
- c. Phased Tuition Collection**
- d. Some other form of financial protection acceptable to the Director (e.g. Letter of Credit)**

Alberta Performance and Delivery Standards

- i. DLI that are members of Languages Canada are exempt from this requirement for designated language programs
- ii. DLI subject to the PVTA will meet this requirement by completing AE's licensing process for Ministry-licensed programs and complying with applicable provisions of the PVTA and *Private Vocational Training Regulation*, and are therefore exempt from the requirements in sections (iii) and (v) below
- iii. Trust Account:
 - a. All tuition collected from international students by the institution must be deposited into a trust account
 - b. The trust account must be managed by one of the following:
 - i. a bank, as defined by the [Bank Act](#) S.C. 1991, c. 46
 - ii. ATB Financial, as defined Alberta's [ATB Financial Act](#)
 - iii. A credit union, as defined by [Alberta's Credit Union Act](#)
 - c. Institutions may withdraw funds from the trust account at specific milestones, as the educational program is delivered
 - d. 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
 - e. 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

- f. 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
 - g. Institutions must ensure that any security submitted regarding the ADR remains in force for as long as the institution is a DLI
 - h. The trust account must be accompanied by an administration agreement with a third party administrator, and funds would be placed in the appropriate account and disbursed according to bullets d, e, and f in this section
- iv. Surety Bond
- a. 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
 - b. Tuition held by the DLI for international students enrolled in the Designated Learning Programs must not at any given time exceed the amount of the surety bond posted
- v. Phased Tuition Collection
- a. 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 (which excludes any application fees) can be collected, 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
- vi. Sponsored Students
- a. If a Learning 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. (DLI subject to the PVTA should follow section 14(2.1) of the *Private Vocational Training Regulation*)
 - b. The DLI will then apply the phased tuition collection schedule to any remaining amount, if any, owed by the student
- vii. Reviews and Investigation
- a. 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

- b. Proof of adequate security or phased tuition collection policy must be provided to the Ministry during any compliance review or investigation of the institution
- viii. Tuition Refunds
 - a. Tuition will be refunded to international students as follows:
 - i. Where a DLI 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 DLI ceases to deliver a Designated Learning Program or where the institution or student terminates the student contract for a Designated Learning Program licensed under the PVTA and the Private Vocational Training Regulation, the Regulation must be adhered to with respect to student refunds
 - 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
- ix. Payment of Refunds
 - a. 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 or in accordance with Section 21(3) of the *Private Vocational Training Regulation*, if applicable

Applying for Designation

Copies of the forms in the following list are located on the [ADR website](#).

The steps in the application for designation are as follows:

1. Learning Institutions are asked to review the information provided on the following website: ['Designating institutions to enrol international students'](#)
2. Attend a conference call on the designation process. Introductory conference calls occur at 10:00 a.m. on the first Thursday of every month. Please email international.ed@gov.ab.ca to register
3. Complete the [Application for Alberta's Designation List of Institutions and the Checklist for Compliance](#), within 90 days of attending the conference call
4. Submit these completed forms via email to international.ed@gov.ab.ca

5. Upon Ministry confirmation that a Learning Institution's application is approved, AE will mail a **Designation Agreement**, between AE and the Learning Institution, to the appropriate contact person at the Learning Institution. When the Designation Agreement is signed by both the Learning Institution and AE, the Learning Institution will be placed on the [List of Designated Institutions](#) (LDI)
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Reasons 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 body ensuring the ISP standards are met.

NOTE: the following sections are addressed in AE's standard Designation Agreement. If there are any discrepancies between the ADR and a DLI's Designation Agreement, then the Designation Agreement will govern.

Suspension and Revocation of Designation and Termination

DLI must 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. AE 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

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

Cease to be an Eligible Learning Program

AE 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 AE 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 Learning Institution ceases to operate, the designation may immediately be terminated upon written notice to the Learning institution.

Right to Appeal

The right to appeal is available when

- i. an application for designation is declined
- ii. a review has found the DLI 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, then AE will send out a notice 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.

Compliance Policy and Procedures

A DLI must continue to comply with the designation requirements as agreed upon in the Designation Agreement, in order to maintain the designation to accept and enrol international students.

More details on the *Alberta Designation Requirements: Compliance Monitoring and Reporting Framework* will be provided to each Learning Institution upon submitting an application for designation.

Glossary and Abbreviations

- Association of Biblical Higher Education (ABHE) — an international accreditation body providing quality oversight for undergraduate divinity programs
- Alberta Designation Requirements (ADR) – the document which establishes the requirements for Learning Institutions to be designated to accept and enrol international students with study permits
- Alberta Advanced Education (AE) – the Government of Alberta Ministry responsible for adult education
- Application for Designation – application form submitted by an Alberta Learning Institution seeking designation to accept and enrol international students with study permits
- Association of Theological Schools (ATS) – an international accreditation body providing quality oversight for graduate divinity programs
- Designation Agreement – a legal agreement signed by AE and the learning institution that designates the institution to accept and enroll international students. This agreement includes the Learning Institution’s approved Application for Designation (i.e. designation checklist)
- Designated Learning Program – a learning program designated by AE as eligible to be offered to international students with study permits
- Designated Learning Institution (DLI) – a Learning Institution with one or more learning programs that has been designated by AE as able to accept and enrol international students
- Director – Director of the branch responsible for the ADR within Alberta Advanced Education
- Elements for Designation – collectively means requirements under the Pan-Canadian Common Elements, the Alberta Common Elements, and, where applicable, the Alberta Public Sector Elements and 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 six (6) months or shorter which have 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
- Indigenous Accreditation Body – an organization that evaluates the quality of an Indigenous post-secondary institution’s programs from a perspective of Indigenous philosophies and worldviews. The World Indigenous Nations Higher Education Consortium (WINHEC) is one such example
- Immigration, Refugees and Citizenship Canada (IRCC) – federal government department responsible for issuing study permits for international students and for administering the International Student Program
- International Student Program (ISP) – federal program for granting study permits to international students seeking to study in Canada, administered by IRCC

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

- i. publicly-funded universities, colleges, and polytechnic institutions (governed by the *Post-secondary Learning Act*)
- ii. private career colleges
- iii. faith-based post-secondary schools
- iv. flight schools
- v. private language schools
- vi. first nations colleges
- vii. other private learning institutions

List of Designated Institutions (LDI) - Canada's list of Learning Institutions who are eligible to accept and enrol international students who have a study permit. AE submits the names of Designated Learning Institutions in Alberta to IRCC to be incorporated into in Canada's LDI.

Ministry-approved programs – programs approved by the Minister of Advanced Education under the *Post-secondary Learning Act*

Ministry-licensed programs – programs licensed by the Minister of Advanced Education under the *Private Vocational Training Act*

Ministry-recognized, third-party oversight body – an independent organization recognized by AE for the purposes of the ADR to evaluate the quality of learning programs offered by Learning Institutions in Alberta that do not require approval from the Government of Alberta

Post-graduation Work Permit Program (PGWPP) – federal program administered by IRCC that enables international students from eligible post-secondary programs to apply to work in Canada after graduation

Post-secondary Learning Act (PSLA) – legislation governing publicly-funded post-secondary institutions in Alberta

Private Vocational Training Act (PVTA) – legislation governing private career colleges in Alberta