

British Columbia

Criteria for International Student Program Designation¹

1. Operational Capacity
Criteria
<i>Compliance with Provincial/Territorial Legislation</i> Must be in good standing with respect to applicable provincial/territorial legislation, regulations, and/or policies governing education, and/or with bylaws, standards, and policies respecting the delivery of education or training programs set by accrediting or standard-setting bodies recognized by BC.
<i>Quality Assurance</i> Programs (of designated institutions) must have been reviewed and approved through existing provincial mechanisms as part of provincial legislation relating to academic or vocational training OR met the review and approval requirements of a provincially approved third party body at the institution's expense.
<i>Operating Experience</i> Must demonstrate a minimum of one year operating experience, enrolling students, immediately prior to its application.
<i>Infrastructure and Resources</i> Has the infrastructure and resources necessary for the safe and effective delivery of its educational programs in accordance with accepted post-secondary education and industry standards and practices.

2. Financial Capacity
Criteria
<i>Audited Financial Statements</i> Demonstrate financial capacity to provide programs of study to international students through a third party assessment using reliable financial documentation (i.e. audited financial statements).
<i>Financial Protection</i> Institution must provide a financial guarantee for the protection of students' investment.

¹ Criteria will be assessed by quality assurance/regulatory bodies and/or the Ministry of Advanced Education as determined by the Ministry.

3. Consumer Protection for Students

Criteria

Tuition-fee Refund Policy

Has adopted policies and procedures that provide for the protection of international students with study permits, including a transparent tuition-fee refund policy that is written in plain language and is made available to all students upon offer of admission.

Student Dispute Resolution

Must have a clearly documented and published student dispute resolution process and procedures that is readily available to current and prospective students at any time before, during and after the program of study.

Student Contracts

Must provide transparent student contracts that are written in plain language, identifying the education program the student is enrolled in, all program requirements, and all associated tuition and fees.

Student Records

Maintains records of enrolment, academic assessment, academic progress and program completion for both international and domestic students.

4. Administrative and Student Supports

Criteria

Administrative Capacity

Has sufficient administrative capacity to provide services to meet the unique needs of students.

Promotional Activities

Undertakes promotional initiatives that are, where applicable, in compliance with BC regulations or policies on advertising, including compliance with the Imagine Education au/in Canada brand-eligibility framework.

Student Supports

Has supports in place to meet the specific needs of students in accordance with accepted post-secondary and industry standards and practices. All institutions must have a clearly identified person, office or department whose primary function is to provide, coordinate or oversee international student supports.

Student Standing

Has a published policy that outlines the elements that constitute a student's good standing at the institution and, where applicable, demonstrates that that policy is consistent with provincial/territorial requirements.

Language Proficiency and Credential Assessment and Recognition

Has established policies and procedures related to language proficiency and credential assessment and recognition for international students, and disseminates accurate and transparent information regarding those policies to prospective students.

5. Data Reporting and Monitoring

Criteria

Data Reporting

Maintains the following enrolment-reporting requirements and has designated an individual who will be responsible for:

- i. confirming the initial enrolment of each international student with a study permit; and
- ii. reporting on the ongoing enrolment status of all international students with student permits attending that institution.

Ongoing Compliance

Agrees to provide full and complete information related to matters covered within the British Columbia Criteria for the International Student Program and to participate in compliance reviews when requested by applicable quality assurance/regulatory bodies or Government.