

## International Student Ambassador Tuition Waiver Policy

Questions regarding this policy should be directed to the Policy Administrator.

Effective Date:	June 8, 2020	
Policy Owner:	Manager, International Education	Appendices: N/A
Policy Administrator:	Vice President Academic	
Approver:	Executive Committee	
Review Schedule:	Every 4 Years	

### 1. Policy Statement

The International Student Ambassador Program aims to serve as a bridge to connect current students with incoming international students. The International Student Ambassador Program comprises of two initiatives – the International Student Referral and International Student Support initiatives. This policy defines the criteria and conditions for the International Student Ambassador Program.

### 2. Background

Keyano College strives to be a responsive institution that consistently meets or exceeds the expectations of stakeholders. This policy came about following consultations with current international students (through the international students' circles) and the executive, and research of similar programs at other institutions.

### 3. Policy Objective

The purpose of this policy is to define the initiatives under the International Student Ambassador Program. This policy also provides eligibility criteria and guiding principles for the program to ensure proper management and implementation by the various departments at the College specifically the Financial Services Department, the Office of the Registrar, and the International Education Office.

### 4. Scope

This policy applies to all students of Keyano College. The tuition waiver amount that an individual receives defers for the International Student Referral initiative and the International Student Support initiative.

### 5. Definitions

**International Student:** an individual who is here with a temporary study visa who is enrolled for credit at an accredited post-secondary institution in Canada.

**International Student Referral:** a current student at Keyano College that successfully refers an international student to Keyano College. The referred student must meet the following three conditions:

- 1) register for classes
- 2) pay their tuition for the semester, and
- 3) not drop/withdraw before the last day to withdraw with a 50% refund for that semester.

**International Student Support:** a current student that assists in the transition of an international student to Keyano College by supporting ongoing initiatives by the College. For example, supporting incoming international students online as they complete the International Preparatory Course, and connecting with incoming international students via social networking apps such as WhatsApp to help answer any questions that they may have about transitioning to Canada and Keyano College.

## 6. Guiding Principles

The overarching guiding principles behind this policy are support for incoming international students and recognition of our current students as our strongest ambassadors and recruitment tool. Students that feel welcomed and supported are more likely to complete their studies at Keyano College and refer others to the College.

### 6.1 International Student Referral Initiative

- Eligible participants in this initiative are current Keyano College students only. Alumni are not eligible.
- Students with existing Keyano College student IDs (that is, current students looking to either change or extend their program of study) do not count as a new international student. Therefore, no tuition waiver will be disbursed.
- There are no limits on the number of referrals by a student.
- Current students that successfully refer an international student to Keyano College will receive a tuition waiver of \$500 per student that they refer.

### 6.2 International Student Support Initiative

- Keyano College will put out a call as needed to recruit students for this initiative.
- Students will be selected based on the demographic data of incoming international students. Priority will be given to current international students.
- Selected students must be available to participate in an orientation about the international student support initiative.

## 7. Policy Management

Policy Title:	International Student Ambassador Tuition Waiver Policy
Approval Date:	June 8, 2020
Effective Date:	June 8, 2020
Historical Review Dates:	
Next Review Date:	May, 2024
Related Legislation:	
Supersedes Policies:	
Monitoring/Frequency:	Every 4 years
Policy Owner:	Manager, International Education
Policy Administrator:	Vice President Academic
Policy Coordinator:	Executive Assistant to the Vice President Academic

## International Student Ambassador Tuition Waiver Procedure

Questions regarding this policy should be directed to the Policy Administrator.

Effective Date:	June 8, 2020	Cross Reference:	
Procedure Owner:	Manager, International Education	Appendices:	
Procedure Administrator:	Vice President Academic		
Approver:	Executive Committee		
Review Schedule:	Every 4 Years		

### 1. Overview

The purpose of this procedure is to guide students on the processes for obtaining a tuition waiver under the International Student Ambassador Program.

### 2. Procedures

#### 2.1 International Student Referral Initiative

- For a current student to receive the tuition waiver of \$500 under this initiative, the referred student must register for classes, pay their tuition for the semester, and not drop/withdraw before the last day to withdraw with a 50% refund for that semester.
- The international student applicant must include the Keyano College student ID of the current Keyano College student that referred them to the College at the time of their application. Student IDs will not be included after the submission of an application by a student.
- The Office of the Registrar will create a list of current students that referred an international student to Keyano College by October 1 (for fall admissions) and February 1 (for winter admissions).
- The International Education Office will inform current students of the number of international students that they referred and the amount that they will receive in tuition waiver.
- Tuition waivers will be applied to the accounts of all eligible current student by November 1 (for fall admissions) and March 1 (for winter admissions).
- In cases where the referred student registers with Keyano College after the Keyano student graduates from the college, a tuition waiver will be applied to their account and a cheque will be mailed to the student.

#### 2.2 International Student Support Initiative

- Student participants in this initiative will receive a tuition waiver of between \$50 and \$100, depending on the nature of the support that they provide to incoming international students. The exact amount will be decided upon and communicated to participants before they start.
- The International Education Office will provide a list of eligible students to the Office of the Registrar October 1 (for fall admissions) and February 1 (for winter admissions).
- Tuition waivers will be applied to the accounts of all eligible current student by November 1 (for the fall semester) and March 1 (for the winter semester).

The tuition waiver will go towards any outstanding balance, including housing, in the student's Keyano College account. If a student has a surplus account balance at the end of the semester, a cheque will be mailed to the student, in accordance with current practices at the College.

### 3. Roles & Responsibilities

STAKEHOLDER	RESPONSIBILITIES
Executive	Approve and formally support this policy.
Vice President Academic Chief Financial Officer	Oversee the implementation of this policy.
Finance	Issues refund cheque, if applicable
Registrar	Provide finance with a list of eligible students for the International Student Referral Initiative. Apply tuition waivers to the accounts of eligible students within the set timelines.
International Education Office	Provide the Registrar with a list of eligible students for the International Student Support Initiative

### 4. Procedure Management

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