A. 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.

1. 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.

1.1 International Student Referral Initiative

- Eligible participants in this initiative are current Keyano College students only. Alumni are not eligible.
- Current Keyano College students that refer a student and graduate after the referred student registers with Keyano College are eligible to receive the applicable compensation.
- 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.
1.2 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.

B. DEFINITIONS

(1) International Student:

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

(2) International Student Referral:

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

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

(3) International Student Support

means 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.

C. RELATED POLICIES

- N/A

D. RELATED LEGISLATION

- N/A

E. RELATED DOCUMENTS
F. REVISION HISTORY

<table>
<thead>
<tr>
<th>Date (mm/dd/yyyy)</th>
<th>Description of Change</th>
<th>Sections</th>
<th>Person who Entered Revision (Position Title)</th>
<th>Person who Authorized Revision (Position Title)</th>
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<tbody>
<tr>
<td>06/08/2020</td>
<td>New policy</td>
<td>Entire document</td>
<td>Director, Student Services</td>
<td>Vice President, Academic</td>
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<tr>
<td>04/13/2021</td>
<td>Added to new template</td>
<td>Entire document</td>
<td>Director, Student Services</td>
<td>Vice President, Academic</td>
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