

**INTERNATIONAL STUDENT AMBASSADOR TUITION WAIVER POLICY**

<b>Policy Section &amp; Number:</b>		<b>Effective Date:</b>	June 8, 2020
<b>Policy Owner:</b>	Vice President, Academic	<b>Last Revised:</b>	April 13, 2021
<b>Policy Administrator:</b>	Director, Student Services	<b>Review Scheduled:</b>	April 13, 2025
<b>Approver:</b>	Executive Committee		
<i>The official controlled version of this document is held with the Policy &amp; Procedures Coordinator</i>			

**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

- International Student Ambassador Tuition Waiver Procedure

## F. REVISION HISTORY

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