

STUDENT REFUGEE PROGRAM (SRP) PROCEDURE

Procedure Section:	Student and Academic Support Services	Effective Date:	November 20, 2025
Policy Owner:	Vice President, Academic & Student Experience	Last Revised:	October 2, 2025
Policy Administrator:	Director, Recruitment & Student Life	Review Scheduled:	Every 4 years
Approver:	Dean's Council Academic Council		
The official controlled version of this document is held with the Legislative Compliance / Policy & Procedure Coordinator.			

A. PROCEDURES

The purpose of this procedure is to outline the major steps of the Student Refugee Program (SRP) at Keyano College.

1. Sponsorship Cycle

- 1.1 Each year, the Keyano SRP Committee will review and assess whether to sponsor an SRP student based on available resources and inform WUSC if Keyano College will sponsor a student for the selected academic year.
- 1.2 The Recruitment & Student Life Office will meet with World University Service of Canada (WUSC) to identify what steps need to be taken for sponsoring an SRP student for a select academic year, as agreed upon by the Keyano SRP Committee.
- 1.3 The Keyano SRP Committee will begin regular planning meetings.
- 1.4 The Recruitment & Student Life Office will work with internal stakeholders identified in the table below to confirm their support and relevant financial contribution.
- 1.5 The Recruitment & Student Life Office will complete and submit the Intent to Sponsor and proposed budget forms to WUSC by the stipulated deadline.
- 1.6 WUSC will submit Approval to Sponsor, and the Recruitment & Student Life Office will then submit the required Contribution Fund to WUSC.
- 1.7 The Recruitment & Student Life Office will apply for additional support funding from WUSC, if available.
- 1.8 WUSC will distribute potential student profiles and dossiers to the College's Keyano SRP Committee for consideration and verification of admissibility. The Admissions Department will review and verify admissibility based on the potential students' profiles and dossiers.

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The student profiles are then ranked according to admissibility and best fit for the College and submitted to WUSC.

- 1.9 WUSC will assign an SRP student to the College's Keyano SRP Committee.
- 1.10 The Recruitment & Student Life Office will work with the Financial Services Department to finalize all financial contributions and identify process for monthly disbursement.
- 1.11 The authorized signing authority at the institution will complete and sign the Sponsor assessment form, sponsorship agreement holders (SAH) and the sponsorship undertaking.
- 1.12 The Office of the Registrar will begin the admissions and enrolment process.
- 1.13 WUSC will inform the Keyano SRP Committee of the SRP student's arrival date. Once notified, the Keyano SRP Committee will begin preparing for the SRP student's arrival.
- 1.14 Keyano SRP Committee will welcome the SRP student when they arrive in Fort McMurray and ensure necessary wrap around supports.

2. Financial Contributions

The table below identifies financial contributions from internal stakeholders required to support the SRP.

STAKEHOLDER	FINANCIAL CONTRIBUTION
Keyano College Board of Governors	\$5000/year
Students' Association of Keyano College (SAKC)	Based on the MOU \$5000 per year for 3 sponsorship periods
Recruitment and Student Life Office	\$2000/year/student (to go towards the WUSC SRP Contribution Fund) and \$800 for a laptop to be provided to the student.
Advancement	Up to \$1000 based on the donations provided by the Advancement office to go towards living essentials (linens, towels, etc.).
Office of the Registrar	Tuition and Fees to be accounted for in budget for fiscal year of sponsorship
Housing	Housing Waiver
Library	Provide a loaner laptop to the student if needed until a laptop can be provided by the Recruitment & Student Life Office

B. DEFINITIONS

(1)	College:	means Keyano College.
(2)	Keyano SRP Committee:	means the committee responsible for the SRP student's integration and expenses.
(3)	Student Refugee Program (SRP):	means a program that provides opportunities for refugee youth to access resettlement and pursue higher education in Canada. The SRP's youth-to-youth sponsorship model aims to provide a positive integration process for SRP students, and engage students at Canadian institutions on global issues, helping to create welcoming communities for newcomers.
(4)	SRP Student:	means eligible refugees selected for the SRP who are approved for resettlement under Canada's Private Sponsorship of Refugees Program by Canadian immigration authorities, are successfully matched and receive admissions to a Canadian college, university, or CEGEP, and are in their 12-month sponsorship period.
(5)	World University Service of Canada (WUSC)	means a Canadian non-profit organization working to create a better world for all young people by bringing together a diverse network of students, volunteers, schools, governments, and businesses who share this vision. WUSC fosters youth-centered solutions for improved education, economic, and empowerment opportunities to overcome inequality and exclusion in over 15 countries across Asia, Africa, and the Americas.

C. RELATED LEGISLATION

- *Alberta Human Rights Act & Regulations*
- *Protection of Privacy Act & Regulation*
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- *Immigration and Refugee Protection Act*
- *Post-secondary Learning Act*

D. RELATED DOCUMENTS

- Crowd funding policy
- Donor Prospecting Policy
- Gift Acceptance Policy
- Government of Canada – Refugees and Asylum information package
- Solicitation Policy
- Stewardship Policy
- Strategy for International Education and Global Citizenship
- Student Refugee Program (SRP) Policy

- [WUSC Resources](#)

E. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
10/02/2025	New policy	ALL	Manager, International Education & Student Life, and Wellness Navigator Manager, Domestic Recruitment & Tenant services	Interim Vice President, Academic & Student Experience