

 Selkirk College Policies and Procedures		8645		EXEMPTION FROM INTERNATIONAL FEES		
		Replaces:	New			
		Effective:	2017.09.01	Next Review:	2022.06.01	
Executive Responsibility:	Administrative Responsibility:	Recommended by Policy Review Committee			2017-09-20	
VP Students & Advancement	Registrar & Manager International Education	Recommended/Approved by Education Council			N/A	
		Approved by President			2017-11-15	

A. PURPOSE

The intent of this policy is to provide clarity in determining a student’s eligibility to be exempted from international fees (permitted access to domestic fees) through the identification and application of relevant Acts and directives.

B. SCOPE / LIMITS

This policy applies to all Selkirk College students (including applicants).

C. PRINCIPLES

1. The College will be guided in determining students exempted from international fees by directives received from:
 - a) The Department of Canadian Immigration and Citizenship, and
 - b) The BC Ministry of Advanced Education.
2. Following the FTE-counting rationale for exchange students (“typically be considered domestic for the purpose of FTE counting because they are not paying international fees...”), students approved under this program will be recorded as domestic students for the purpose of student FTE counting.

D. PERSONS ELIGIBLE FOR EXEMPTION FROM INTERNATIONAL FEES

1. Canadian Citizens

- a. **Canadian Citizen:** Canadian citizens are individuals who are able to provide proof of Canadian citizenship within the meaning of the Citizenship Act. Refer to website: <http://www.cic.gc.ca/english/citizenship/proof.asp>. [Dependents of a Canadian Citizen.](#)

2. Permanent Residents

- a. **Permanent Resident of Canada:** Permanent residents are individuals who are able to provide proof of permanent residency within the Immigration and Refugee Protection Act; refer to website: [http://www.cic.gc.ca/english/information/pr-card /in dex.asp](http://www.cic.gc.ca/english/information/pr-card/in dex.asp).
- b. **“Approved in Principle” Applicants for Permanent Resident of Canada:** refer to web-site: <http://www.cic.gc.ca/english/information/pr-card /in dex.asp>.

3. Visitors to Canada (note exclusion below)

- a. **Foreign Nationals on a Work Permit:** Persons who have been issued a work permit that is valid for a period greater than 6 months but is not an open work permit excluding the following:
 1. Graduate teachers or research assistants.
 2. Visitors/students holding an off-campus work permit.
 3. Visitors/student or their dependents who hold a Post Graduate work permit.
 4. Visitors/students and their dependents who have received a work permit as a result of holding a valid study permit.
 5. An international student holding a work permit to complete his/her co-op, internship or medical residency employment.
- b. **Foreign Representatives:** A person in Canada to carry out official duties as a diplomatic agent, consular officer, representative or official of a country other than Canada, of the United Nations or any of its agencies or of any international organization of which Canada is a member. Refer to website: <http://www.cic.gc.ca/english/resources/tools/temp/work/permit/representatives.asp>
- c. **International Exchange Students:** A person under an international exchange that applies under a program such as CONAHEC, ELAP, or a bilateral exchange where the contract/agreement explicitly exempts student from paying international tuition fees or provides for a tuition fee waiver.
- d. **Religious Workers:** A person whose employment will consist mainly of preaching of doctrine, presiding at liturgical functions or providing spiritual counselling, either as an ordained minister, a lay person, or a member of a religious order. Refer to: <http://www.cic.gc.ca/english/resources/tools/temp/work/permit/clergy.asp>
- e. **Members of the Confederated Tribes of the Colville Reservation:** A person accepted under Policy 8611: Admissions, Section 5.4 (b) in recognition of Selkirk College's partnership agreement with the Confederated Tribes is exempt from paying international tuition and related fees and is subject to domestic rates.

4. Protected Persons and Convention refugees

- a) **Refugee:** A person who is residing in Canada and has been determined under the Immigration and Refugee Protection Act as a Convention Refugee. See <http://laws.justice.gc.ca/eng/acts/i-2.5/FullText.html>.
- b) **Refugee Claimant:** A person who is residing in Canada and has completed the initial refugee assessment and/or hearing under the Immigration and Refugee Protection Act. See <http://laws.justice.gc.ca/eng/acts/i-2.5/FullText.html>
- c) Other protected persons as determined by the Immigration and Refugee Board (IRB) and Immigration Canada (CIC) and able to demonstrate this status.

5. **Legal Dependents of Eligible Categories 1-5, above:** A dependent is defined as a spouse or common-law spouse, unmarried child (biological or adopted) under 19 years old **or** is 19 and older and has depended largely on the parent's financial support since before the age of 18 because of a physical or mental condition.

E. REQUIRED DOCUMENTATION

1. Provided at time of application

- a) Canadian citizens:
 - (i) No documentation required at this time.
- b) Permanent residents of Canada:
 - (i) Documentation of Permanent Residency.
- c) Refugees:
 - (i) Documentation of Canadian refugee status.

- d) Common Law Partners:
 - (i) An affidavit signed by both spouses that confirms they are living together in a conjugal relationship for not less than 3 years, or that they are living together in a conjugal relationship and are raising children of whom they both are the natural or adoptive parent.
- e) Members of the Confederated Tribes of the Colville Reservation
 - (i) Documentation acceptable to the Confederated Tribes.

2. Provided at time of application and updated annually

- a) Applicants to permanent residency of Canada:
 - (i) Documentation demonstrating that one has applied and met all the preliminary immigration requirements for Permanent Residency status, and
 - (ii) Documentation that one has lived in Canada for a minimum of one year.
- b) Dependents of Canadian citizens, Permanent Residents applicants for permanent residency:
 - (i) Documented proof of living in Canada for 1 year, and
 - (ii) Documented proof of dependence status.
- c) International students on a study exchange authorized by Selkirk College:
 - (i) Documented approval from International Education referencing the inter-institutional agreement.
- d) Refugee Claimants:
 - (i) Documented proof of living in Canada, and
 - (ii) Documented proof of completion of the required assessment and/or hearing, and
 - (iii) Documentation of payment of the required application fee to the government of Canada.
- e) Foreign Live-in Caregivers:
 - (i) A valid work permit.
- f) Foreign Diplomats and their dependents and staff.
 - (i) An identity card issued by the Department of Foreign Affairs and International Trade that includes position, date of issuance and valid term, and
 - (ii) Proof of dependency or staff relationship.
- g) Students on long term Work Permits Other than Post-Graduation Work Permits and their dependents.
 - (i) Documented proof of living in Canada, and
 - (ii) Documentation of the relevant Work Permit.

F. ADMINISTRATION

1. The term “fees” refers to tuition and other student fees.
2. The Registrar (or designate) will be responsible to determine eligibility for domestic fees based on the direction provided in this policy.
3. Where photocopies are used to demonstrate the “eligibility” required under this policy the Registrar reserves the right to require notarized copies.
4. An annual report will be prepared to identify the number of students funded under this program as part of communicating our enabling of provincial and national immigration policies and priorities.

G. OTHER RELEVANT DOCUMENTS

- Federal and Provincial Guidelines: “Guidelines Respecting International Students at British Columbia Public Post-Secondary Institutions”, British Columbia Ministry of Advanced Education, Amended: October 2002 (To be attached)
- Canadian Immigration and Refugee Protection Act, Department of Citizenship and Immigration Canada <http://laws.justice.gc.ca/eng/acts/i-2.5/FullText.html>
- Application for Domestic Fees (to be developed)
- Ministry of Advanced Education: Student FTE Enrollment Reporting Manual <http://www2.gov.bc.ca/assets/gov/education/post-secondary-education/data-research/fte-manual.pdf>