



Government of Newfoundland and Labrador
Department of Advanced Education and Skills

APPLICATION FOR DESIGNATION UNDER THE INTERNATIONAL STUDENT PROGRAM

For Private Training Institutions registered under
the *Private Training Institutions Act and Regulations*

Instructions to Applicants:

- Print or type all responses
- A separate application is required for each permanent campus
- Use additional sheets of paper if required
- Attach all required forms and supporting documents to the last page of this application
- Application must be signed and returned to:

Manager, Private Training Institutions
Division of Literacy and Institutional Services
Department of Advanced Education and Skills
P. O. Box 8700, St. John's, NL, A1B 4J6
Telephone: (709) 729-3100
Fax: (709) 729-0243

SECTION 1: General Training Institution Information

A. Personal Data:

Applicant's Name: _____

Mailing Address: _____

| Postal Code | Telephone | E-mail | Fax |
|-------------|-----------|--------|-----|
|-------------|-----------|--------|-----|

B. Institution Information:

Name of Institution: _____

Name of Primary Contact for Institution: _____

Primary Contact Title: _____

Institution Site Address: _____

| Postal Code | Telephone | E-mail | Fax |
|-------------|-----------|--------|-----|
|-------------|-----------|--------|-----|

C. Program Information:

- List all programs that are being offered to International Students. Specific program details must be provided for each program. Attach additional sheets if required.

| Program Title | Program Duration in Weeks | | Tuition | Books | Supplies | Other (Specify) |
|---------------|---------------------------|-----------|---------|-------|----------|-----------------|
| | Classroom | Work Term | | | | |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

SECTION 2: Information on Applicant(s)/Agent(s)**A. Signing Authorities/Agents**

- Provide the names of individuals responsible for the operational aspects within the training institution. Where necessary, record additional agents and their responsibility on a separate sheet.

| Agents to be registered for Operational Aspects | |
|---|--|
| <input type="checkbox"/> Confirmation and Reporting – CIC | <input type="checkbox"/> International Advertising/Marketing/Website |
| | |
| | |
| | |

SECTION 3: Operational Capability

A. Promotional Activities

An institution's promotional activities must be in compliance with all applicable legislation and requirements (e.g. PTI Act, Consumer Protection and Business Practices Act, the Imagine Education au/in Canada Brand Eligibility Requirements). The advertising must demonstrate an honest ethical approach to recruiting international students and must conform to the guidelines established by the Canadian Code of Advertising Standards. All advertising materials aimed at international recruitment must be submitted to the Department for review.

Additionally, institutions and their directors, officers, partners, or owners must not have any prior known convictions for violations of federal or provincial legislation governing ethical recruitment or advertising or convictions under the Criminal Code for fraud related to such activity. By signing this application, institutions attest that no individual associated with the institution has had any such convictions.

SECTION 4: Student Support & Protection Mechanisms

A. Clearly Documented Admission Policies

Clearly documented admissions and academic policies, including policies governing a student's good academic standing at the institution, must be available to international students and prospective international students at all times before, during and after the program of study, (e.g., on the institution website, and/or in the academic calendar). In order to meet these criteria, institutions must submit sample documents at the time of application for designation. The availability and use of these policies will be verified at the time of application, during site assessments where applicable, and at renewal of designation for applicable institutions.

A copy of the student handbook and all policies outlined in the NL Designation Framework for the International Student Program must be submitted to the department for review.

B. Student Supports

Institutions must demonstrate they have supports in place to meet the specific needs of international students. All institutions must have a clearly identified person, office or department whose primary function is to provide, coordinate or oversee international student supports. As part of the Application for designation, institutions must demonstrate that they can provide the supports as outlined in the NL Designation Framework for the International Student Program.

SECTION 5: Declaration

The application for Designation under the International Student Program must be signed by the applicant.

I HEREBY CERTIFY THAT ALL INFORMATION CONTAINED IN THIS APPLICATION AND IN ITS ATTACHMENTS IS CORRECT AND THAT I HAVE VERIFIED THE INFORMATION SUBMITTED FOR INSTRUCTORS AND DEMONSTRATORS.

I HEREBY CERTIFY THAT I AM ABLE TO COMPLY WITH THE REQUIREMENTS FOR DESIGNATION UNDER THE INTERNATIONAL STUDENT PROGRAM.

I UNDERSTAND THAT INFORMATION PROVIDED TO THE DEPARTMENT OF ADVANCED EDUCATION AND SKILLS WILL BE TREATED AS CONFIDENTIAL SUBJECT TO THE PROVISIONS OF THE FREEDOM OF INFORMATION ACT.

Name of Applicant: _____

Applicant Title: _____

Signature of Applicant: _____

Date of Application: _____