

Should Briercrest College and Seminary (Briercrest) voluntarily or unvoluntarily have the International Student Program (ISP) Designation revoked, the following process would guide our interaction with the Ministry of Advanced Education (the Ministry) and with the international students enrolled at that time.

### **1. Contact the Ministry of Advanced Education**

In the event that Briercrest chooses to voluntarily revoke the ISP Designation, Briercrest will contact the Ministry immediately expressing that decision and will follow the remainder of this process to provide adequate services to the international students enrolled.

In the event that Briercrest's ISP Designation is revoked by the Ministry, Briercrest will follow the remainder of this process to provide adequate services to the international students enrolled.

### **2. Role of the International Student Adviser**

The International Student Adviser (the Adviser) will be the liaison between the Office of the Vice President Academic (OVPA) and the Ministry as well as the OVPA and the affected international students. The Adviser will be responsible to coordinate with the Ministry as the revocation process is engaged. While the Adviser will play a critical role in ensuring that communication is flowing from Briercrest to the Ministry and international students, others such as the Registrar, program coordinators, and student development staff will play critical roles in caring for the international student needs in the transition.

### **3. Role of International Students**

The international students enrolled will be represented within the consultation process with the OVPA should ISP Designation revocation be a serious consideration (voluntary or involuntary). They will also play a key role in identifying their needs and desires as alternate institutions are considered and contacted.

### **4. Contact Enrolled International Students**

After consultations with International Students, discussion with the Ministry and a final decision by the OVPA confirming ISP Designation revocation, the International Student Adviser will contact all enrolled international students informing them of Briercrest's ISP Designation revocation and will include the following information in the communication:

- a. When the revocation will be effective.
- b. How consultations with international students will be held to discuss student needs.
- c. How long the students can remain at Briercrest.
- d. The assistance Briercrest will provide in the transfer process.

## **5. Assist International Students to find Alternate Approved Institutions**

After consultations identifying student needs, the Adviser will ensure that students are able to identify alternate institutions offering suitable programs and that these institutions are contacted by Briercrest to determine their ability to host the displaced international students.

## **6. Transfer Processes, Refunds, and Student Records**

- a. In the case of an ISP Designation revocation, Briercrest will provide official transcripts necessary for affected students to transfer to alternate approved institutions at no charge.
- b. The Adviser will support the affected international students until they are no longer Briercrest students and have transferred to an alternate approved institution or have declared their intention to leave Canada.
- c. All financial credits on student accounts will be refunded in full after the appropriate fees have been charged for the services rendered per tuition and fee schedules. This includes all funds deposited to a student account for the purposes of demonstrating financial stability for entrance into the country.
- d. All international student records will be held permanently by Briercrest.

## **7. Briercrest's Commitment to International Students**

It is Briercrest's commitment that in the case of an ISP Designation Revocation, the Adviser and all other parties needed to provide support will work with the enrolled international students to assist them to have as smooth a transition out of Briercrest's context as reasonably possible.