TERMS AND CONDITIONS OF MINISTERIAL APPROVAL FOR NON-RESIDENT INSTITUTION DEGREE PROGRAMS

# Introduction

Prior to submission of the proposed program, Non-Resident Institutions must contact the CAQC Secretariat and review the requirements for degrees in Alberta including any requirements specific to Non-Resident Institutions (Public or Private) and Financial Security Requirements for Private Institutions (Non-Resident or Resident Private). See also *CAQC Handbook Appendices:* ***Appendix G: Financial Security Requirements for Private Institutions***.

CAQC Secretariat will provide all templates and guides for Non-Resident (Private or Public) Institutions including any required financial security documentation.

Email: **CAQC@gov.ab.ca** for more information.

## Instructions

An Authorized Representative of the Non-Resident Institution must complete the following Institutional Attestation Form indicating understanding and agreement to the Terms and Conditions for Non-Resident Institutions offering approved Degrees in Alberta.

**This form must be submitted to the CAQC Secretariat prior to review of the degree by Council.**

Should the program be Approved by the Minister of Advanced Education following recommendation by CAQC, the Ministry will review the Terms and Conditions Attestation prior to final approval of the proposed degree.

# Institutional Attestation to Terms and Conditions for Non-Resident Institutions

**Name of Institution:**

**Approval for:**

|  |  |
| --- | --- |
| **Degree Title** | **Specialization** |
|  |  |

**To be offered in: *Alberta***

The following terms and conditions are attached to this Approval from the Minister of Advanced Education under section 106 of the PSLAand PSR.

1. **Scope of approval:** Approval is specific to the program (or major, if specified) and/or locations noted in this Approval. The Institution must inform the Minister if the program is suspended, terminated, or altered in any substantive manner, and any such termination, suspension, or alteration gives the Minister the right to change these terms and conditions as the Minister sees fit.
2. **Material change in circumstances:** Where a material change in circumstances occurs, as set out in Campus Alberta Quality Council (CAQC) policy, as amended from time to time, the Institution shall inform the Minister of such material change in writing, after which the Minister has the right to rescind or alter the terms and conditions of this Approval as he sees fit.
3. **Approval not transferable:** This Approval is not transferable.
4. **Offering program in home jurisdiction:** The Institution must continue to offer the same or a comparable program in its home jurisdiction. The curriculum and delivery methodologies used for the degree program delivered by the Institution must continue, in the sole opinion of the Minister, to be substantially the same as, or of comparable quality to, those used for the same or similar degree program in the Institution’s home jurisdiction, or a sound rationale for any differences must be clearly demonstrated to the Minister’s satisfaction.
5. **Institution/program approval in home jurisdiction:** Approval and/or accreditation of the Institution and/or program by the appropriate authorities and/or professional bodies in its home jurisdiction must remain valid during the duration of the program offering in Alberta.
6. **Program no longer offered in Alberta:** Where the program is no longer offered in Alberta, any arrangements made by the Institution to allow students enrolled in the program to complete their studies must remain in place. Credits earned by students in programs offered by the Institution in Alberta must be accepted as credit towards degrees offered in the Institution's home jurisdiction or at other locations where the institution offers its program.
7. **Notice for students and public:** The following statement must appear in the Institution’s current calendar/catalogue and in the student’s enrolment contract:

*This program is offered pursuant to the written approval of the Minister of Advanced Education effective (approval date) having undergone a quality assessment process and been found to meet the criteria established by the Minister. Nevertheless, prospective students are responsible for satisfying themselves that the program and the degree will be appropriate to their needs (for example, acceptable to potential employers, professional licensing bodies, or other educational institutions).*

1. **Advertising:** The Institution must not use any term or phrase in advertising that refers to this Approval other than that the program is offered pursuant to the written approval of the Minister of Advanced Education.
2. **Program Implementation:** The Institution must enroll students in the degree program within three years from the date of this Approval. If the degree program has not been offered, or no students have been enrolled in the program within the three-year time period, this Approval is automatically cancelled.
3. **Reporting:** The Institution must make such reports, and provide such information regarding the approved program, as may be required by the Minister or the CAQC in the form and manner required by the CAQC, and according to the timelines set by the CAQC.
4. **Cancellation or suspension of Approval:** The Minister may, in his sole discretion, amend, suspend or cancel this Approval where, in the Minister’s opinion,
	1. the Institution fails to comply with any term or condition of this Approval, or
	2. the Institution fails to comply with any obligation under any applicable statute or regulation, or
	3. the Institution is no longer in compliance with applicable CAQC standards and/or conditions.
5. **Financial security:** The Institution must provide proof satisfactory to the Minister of security for the payment of tuition or other mandatory fees in a form and amount acceptable to the Minister as specified in the attached Financial Security Requirements for Non-Resident Institutions Document (Appendix J), which is attached to and forms part of this Approval.
6. **Security of student records and transcripts:** The Institution must ensure the security of student records and transcripts, including their retention, in accordance with CAQC policy, as it may be amended from time to time.
7. **Student contracts:** The Institution shall ensure that each student enrolled in the program enters into an enrolment contract for a period of time not exceeding 12 consecutive months, which must include the following:
	1. the title of the program and name of degree,
	2. the start date and end date,
	3. applicable policies on student withdrawal and refund of fees and charges, and
	4. the statement required under condition #7.
8. **Awareness of policies affecting students:** The Institution must have a calendar/catalogue or other comparable publication available to students and the public, setting out the policies affecting students.
9. **Misrepresentation or malfeasance:** Where, in the sole opinion of the Minister, the Minister determines that anyone acting on behalf of the Institution for the purposes of a review:
	1. has made a false statement or a misrepresentation, orally or in writing,
	2. has given false or misleading information, or
	3. has failed to provide complete information,
	4. the Minister may, in his sole discretion, suspend or cancel this Approval, and in the case of a suspension, determine the length of the suspension.

Where charges have been laid against the Institution or a member of its staff for a violation of any law related to the offering of the program which is the subject of this Approval, the Minister may suspend or cancel this Approval.

1. **Amendment of terms and conditions:** The Minister may add, delete or amend any of the terms and conditions of this Approval by providing reasonable notice in writing to the Institution, including the date the notice takes effect.

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Name of authorized representative

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Position at the Institution

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Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date