


<b>Refugee Student Program Procedure</b>		
<b>Parent Policy:</b>	Refugee Student Program Committee Terms of Reference	
<b>Related Documents:</b>	N/A	
<b>Approval Authority:</b>	Refugee Student Program Committee	
<b>Passed:</b>	August 15, 2013	
<b>Amended:</b>	October 31, 2024	

## 1 Definitions

- (1) In this procedure:
  - (a) **“Refugee Student Program”** refers to the funding and resources provided to support refugee students selected for participation by the Refugee Student Program Committee.

## 2 Authority and Mandate

- (1) The Refugee Student Program Committee is established in the Union Bylaw and delegated responsibility by SLC to support refugee students at the University of Calgary by setting goals and policies to direct the Refugee Student Program.
- (2) The Operations and Finance Committee is delegated authority by SLC to make financial decisions related to the Refugee Student Program. The Refugee Student Program Committee may make recommendations regarding the financial decisions detailed in this procedure.

## 3 Selection

- (1) The Refugee Student Program Committee shall review student dossiers and select two students to participate in the Refugee Student Program at the University of Calgary each Academic Year (July 1 to June 30).
- (2) Refugee students are selected to participate in the Refugee Student Program for a maximum duration of four years, including any leave of absence or withdrawal from the program.
- (3) The Refugee Student Program Committee shall review and evaluate student dossiers on the following criteria:
  - (a) TOEFL score;
  - (b) Academic achievement;
  - (c) Existing support system in Canada;
  - (d) Intended program of study;
  - (e) Student interests; and

- (f) Student need.

#### **4 Pre-Arrival**

- (1) The Refugee Student Program shall make a one-time purchase of household items such as bedding, plates, cutlery, and towels for each of the two first year students.

#### **5 Arrival**

- (1) The Refugee Student Program shall arrange Homestay Hosts to provide room and board for each sponsored student for a period of 7-10 days upon arrival.
  - (a) Homestay Hosts shall receive a daily honorarium for each student hosted to subsidize the cost of accommodating temporary guests.
  - (b) Homestay Hosts shall be responsible for introducing students to Canadian culture including but not limited to: grocery shopping, how to use household appliances, and Calgary Transit.
- (2) The Refugee Student Program shall pay the World University Services Canada (WUSC) Sponsor Fee levied for each sponsored student.
- (3) The Refugee Student Program shall pay the Flight and Landing Fee for each student as billed by WUSC Ottawa.

#### **6 First Year**

- (1) Each first year sponsored student shall receive a monthly allowance to cover living expenses including but not limited to groceries, toiletries, medication, phone bills and entertainment.
  - (a) Students who arrive in Canada in mid-August may receive an expense allowance for that period.
- (2) The Refugee Student Program shall pay residence fees for first year sponsored students living in campus residence for the Fall and Winter terms.
- (3) First year students shall be responsible for finding their own accommodation as of the end of the Winter term.<sup>1</sup>
  - (a) The Refugee Student Program shall pay rent and utilities to a maximum amount established by the Operations and Finance Committee, plus a one-month damage deposit for first year students living in off-campus accommodation.
- (4) For first year students, the Refugee Student Program shall pay all mandatory student fees not waived by the group administering the fee or covered by scholarships or bursaries. Fees include but are not limited to:

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<sup>1</sup> Students may choose to remain living in campus residence or find rental accommodation.

- (a) Fall, Winter, Spring and Summer course tuition for a maximum of 10 -3-unit courses;
  - (b) University of Calgary application fees;
  - (c) Mandatory non-instructional fees;<sup>2</sup>
  - (d) All You Care To Eat (AYCTE) Meal Plan;
  - (e) Residence fees;<sup>3</sup>
  - (f) Students' Union fees;<sup>4</sup>
  - (g) SU undergraduate health and dental Plan; and
  - (h) Required course materials.<sup>5</sup>
- (5) The Refugee Student Program shall reimburse the one-time purchase of school supplies (calculators, geometry sets, notepads, binders, etc.).
- (a) In subsequent years, students shall be expected to cover the cost of school supplies using their monthly living expense allowance.
- (6) The Refugee Student Program shall make a one-time purchase of a standard laptop, education priced software, and carrying case or computer backpack for first year students through the Students' Union IT Department.
- (a) Minor repairs to student laptops may be made at no cost through the Students' Union IT Department.
  - (b) At the discretion of the Operations and Finance Committee, the Refugee Student Program may pay for major repairs to or replacement of student laptops.
- (7) The Refugee Student Program shall pay for basic winter clothing including winter jackets, boots, mittens, gloves and scarves.
- (8) The Refugee Student Program shall provide each first year student with a calling card in an amount established by the Refugee Student Program Committee.
- (a) The Refugee Student Program shall reimburse incidental fees and expenses, such as medicine or government required photos, at the discretion of the Operations and Finance Committee.

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<sup>2</sup> Mandatory non-instructional fees may be subject to change at the discretion of the University of Calgary Board of Governors and the Government of Alberta and may include student services fees, campus recreation and athletics fees, and the UPass. Other mandatory fees may exist for specific academic programs.

<sup>3</sup> Residence fees may include residence rates and the Student Activities Fund fee.

<sup>4</sup> SU fees include the SU operating fee and ancillary fees administered by the SU.

<sup>5</sup> Required course materials are detailed in course outlines.

## **7 Second Year**

- (1) Each second year student shall receive a monthly allowance, established by the Operations and Finance Committee, from July to June to cover living expenses including but not limited to groceries, toiletries, medication, phone bills and entertainment.
- (2) Each second year student shall receive a monthly allowance, established by the Operations and Finance Committee, for rent and utility expenses from September 1 to June 30.
- (3) The Refugee Student Program shall pay a one month damage deposit for the rental property for the September to June period.
- (4) The Refugee Student Program shall pay all mandatory student fees not waived by the group administering the fee or covered by scholarships or bursaries. Fees include but are not limited to the fees detailed in section 6(4).
- (5) The Refugee Student Program shall reimburse incidental fees and expenses, such as medicine or government required photos, at the discretion of the Operations and Finance Committee.

## **8 Third Year**

- (1) Each student shall receive a monthly allowance, established by Operations and Finance Committee, from July to June to cover living expenses including but not limited to groceries, toiletries, medication, phone bills and entertainment.
- (2) Students in the third year of the program shall apply for a Canada Student Loan to pay all expenses, including rent and tuition fees, not covered by scholarships or bursaries.

## **9 Fourth Year**

- (1) Each student shall receive a monthly allowance, established by the Operations and Finance Committee, from July to April to cover living expenses including but not limited to groceries, toiletries, medication, phone bills and entertainment.
- (2) Students in the fourth year of the program shall apply for a Canada Student Loan to pay all expenses, including rent and tuition fees, not covered by scholarships or bursaries.

## **10 Program Withdrawal/Leave of Absence**

- (1) Students shall remain registered as full-time students in the fall and winter terms for the duration of their participation in the Refugee Student Program.
  - (a) Students who are unable to remain enrolled at the university due to illness or a family tragedy that requires them to return to their home country must provide documentation, such as a doctor's note or death certificate. Financial support may continue to be provided at the discretion of the Operations and Finance Committee.

- (2) Students who take a leave of absence or willingly or forcefully withdraw from full-time enrolment in one term (fall or winter) may return to the program upon enrolment in the following term.
  - (a) Students in their first or second year who take a leave of absence or withdraw enrolment may continue to receive their monthly allowance at the discretion of the Operations and Finance Committee.
  - (b) Students in their third or fourth year who take a leave of absence or withdraw enrolment shall not receive any financial support from the Refugee Student Program for that term.
- (3) Students who wish to take a two term leave of absence (i.e. fall and winter) shall present a document to the Refugee Student Program Committee stating their reasoning. The Refugee Student Program Committee may grant two semester leaves of absence subject to the terms outlined in section 10 (2) (a-b).
  - (a) Students who withdraw from enrolment or fail to register in classes without first obtaining approval from the Refugee Student Program Committee shall be disqualified and not permitted to return to the program upon re-enrolment.

## **11 Conditions**

- (1) Program benefits are not accumulative and are provided only for the year described at the discretion of the Operations and Finance Committee.
- (2) Program participants shall be required to sign and adhere to a letter of understanding annually in order to continue receiving program benefits.

## **12 Review**

- (1) The Refugee Student Program Committee is responsible for reviewing this procedure at least once every three years.

### **History:**

- August 15, 2013 (SLC): Approved and enacted.
- April 24, 2015 (SLC): Amended.
- November 17, 2016 (SLC): Amended.
- October 31, 2024 (GOC): Non-substantively amended.