



INTERNATIONAL EDUCATION STRATEGIC PLAN

2025

Prepared for the Ministry of Post-secondary Education and Future Skills
in accordance with the Guidelines provided June 24, 2024

President's Accountability Statement

December 2, 2024

Attn: The Honourable Minister Ann Kang
Ministry of Post Secondary and Future Skills
Victoria, BC

Dear Minister Kang:

I am pleased to share with you and your team the Selkirk College International Education Plan. This document outlines an approach to international enrolment and student support that demonstrates how we'll continue to provide exceptional educational opportunities to all learners. It reflects the evolving post-secondary international education landscape and describes how we are managing, monitoring and evaluating relevant processes and outcomes.

I am confident that this plan represents a responsible and sustainable approach to ongoing international recruitment at Selkirk College. Please get in touch with me if you have any questions about this document.

Sincerely,

Dr. Maggie Matear
President and CEO

Selkirk College

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1.0 Current State

1.1 Background Context

Selkirk College is a medium sized public post-secondary college situated in the West Kootenay and Boundary region of British Columbia serving regional learning need, promoting economic diversity and regional growth. Selkirk College operates under the mandate of the Province of British Columbia Ministry of Post-Secondary Education and Future Skills (PSFS) maintains five commitments to equity, diversity and inclusion, reconciliation, research and innovation, sustainability and wellness.

In 2023/24, Selkirk College hosted 2335 full-time equivalent students (FTEs), of which 760 were on study permit. This represents a 6% reduction from our pre-COVID peak of just under 811 international FTE learners.

1.2 Current State of international education

Selkirk College's post-graduate programs attract most of the international students seeking an education in the West Kootenay and Boundary region. Programs in Accounting, Business Management, Culinary Management, Gerontological Nursing and Hospitality Management serve regional needs and support economic growth. For mixed domestic/international enrolment programs, the Associate of Arts Degree significantly leads in overall international enrolments, followed by English Language programming (ELP) and Early Childhood Care & Education (ECCE).

While all of these programs align with provincial and regional industry needs, only one, ECCE, was eligible for federal post-graduate work permits (PGWPs) following recent changes to federal government policy.¹ Eliminating PGWP eligibility from the other programs has resulted in significant negative impacts, not only on the college but on the area workforce.

For example, Tables 1 and 2 show that applications in post-graduate programs in Business Management and Accounting are down significantly for the Winter and Spring 2025 semesters, with further decreases trending in other post-graduate programs as well.

Canada's reputation as an excellent education destination has been damaged by federal rhetoric and the continuing, unexpected changes in international student policy. Application trends in the programs that have traditionally hosted most international learners indicate that Selkirk College could, by 2025/26, see a reduction of up to three quarters of its international population.

Table 1: Post-graduate Business Management (PGBM) and Accounting program (PGDA) applications for future intakes (as of August 7, 2024)

	August 2023 (visas approved)	August 2024 (visas approved)	Change	Percent Change
Winter Intake (PGBM)	215 (35)	30 (0)	185 (35)	-86% (-100%)
Spring Intake (PGBM)	161 (30)	2 (0)	159 (30)	-98% (-100%)
Winter Intake (PGDA)	93 (25)	14 (3)	79 (22)	-85% (-88%)

¹ A PGWP is a key element in securing a pathway to permanent residency, which most international learners coming to Selkirk College are seeking. Regional demographics indicate a very slow level of population growth and an aging population, suggesting that newcomers are necessary for ongoing prosperity in the region.

Spring Intake (PGDA)	73 (18)	0 (0)	73 (18)	-100% (-100%)
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Table 2: Post-graduate Business Management (PGBM) and Accounting program (PGDA) applications for future intakes (as of November 12, 2024)

	November 2023 (visas approved)	November 2024 (visas approved)	Change	Percent Change
Winter Intake (PGBM)	215 (45)	50 (7)	165 (38)	-77% (-84%)
Spring Intake (PGBM)	161 (31)	Suspended	159 (30)	n/a
Winter Intake (PGDA)	93 (30)	20 (4)	79 (22)	-78% (-87%)
Spring Intake (PGDA)	73 (18)	Suspended	73 (18)	n/a

International Student Body Diversity

Like other Canadian post-secondary institutions, Selkirk College is heavily reliant on Indian learners. Between 2017 and 2024, Selkirk College saw increases in learners from the Philippines and Nigeria, and significant gains in hosting learners from both Central and South American countries. It has recently experienced challenges in diversifying the learner population due to inconsistent federal visa approval rates (Appendix A). Data from Selkirk College's international department puts Indian visa approval rates at 94%, while that of African nations is just 27%.

The provincial government's direction to diversify is therefore in direct conflict with its recent directive to prioritize the issue of Provincial Attestation letters (PALs). Specifically, we know that to maximize approvals, we need to focus on students from India, as they have much higher IRCC approval rates than do students from other nations.

1.3 Opportunities and Challenges

Throughout 2024, international enrolment opportunities and challenges for Selkirk College have changed at a rapid pace. The provincial government allocated 822 PALs, an appropriate number considering the college's goal of up to 750 international learners in the future. This is a sustainable number that can be appropriately supported while respecting quality, service, and regional needs.

At present, Selkirk College faces three key challenges:

1. The reputation of the Canadian post-secondary education system abroad has declined.
2. Federal government policy has diminished the perception and role of colleges in the labour market.
3. Ontario-centric labour market preferences neglect the needs of the British Columbia labour market (specifically the rural hospitality and tourism industry).

The Canadian government's announcements in the media have resulted in Canada's fall from the number one international education destination in the world to the last of the top four countries. Further, comments and policy changes from IRCC have established a discourse and perception that college education is less valuable than university credentials. Work by College and Institutes Canada (CICan), BC Colleges and college presidents is attempting to address the reputational crisis, but the negative impact has been substantial. Application numbers are not recovering for any institution in Canada at this time.

2.0 Strategic Direction and Planning

2.1 Enrolment management

Selkirk College anticipates that international enrolment will drop to 2013 levels in Fall 2025 (i.e. 330 to 380 FTEs). The institution is currently reviewing programming that no longer meets the conditions of the federal government for post-graduation work (e.g. Business Administration and Hospitality and Tourism). The college will continue to grow its domestic enrolment to ensure that international headcount does not exceed 30% of the previous year's data from the Post-Secondary Central Data Warehouse Standard report (Ministry of Post-secondary Education & Future Skills, 2023). Headcount data shows that in 2022-23, Selkirk College was in no danger of exceeding the provincial target, having never exceeded 15% of its headcount total (Table 3).

Table 3: Fall 2025 headcount recruiting maximum (Ministry of Post-secondary Education & Future Skills, 2023)

	Domestic Headcount Reported	International Headcount Reported	Total Enrolment Headcount Reported	Percent of total (rounded up)	Maximum international headcount permitted in 2024 (30%)	Number of Provincial Attestation Letters Allocated (2025, rounded up)
2022-23 (Confirmed December 2023)	7395	855	8255	11%	2476.5	822 (10%)

Selkirk College, as a matter of best practice, will continue to aim for a College FTE target of 750 international students, but does not believe that this number is attainable at this time. It would require policy amendments that support regional needs programming, and significant efforts from the federal government to restore Canada's reputation as an international education destination.

Selkirk College's admission process screens applications for education suitability using best practice in foreign education credential analysis as recommended by CICIC (Canadian Information Centre for International Credentials), WES (World Education Services), IQAS (International Qualification Assessment Service), NAFSA (Association of International Educators) and other provincial bodies with comparable resources in Foreign Credential Analysis for Educational equivalency. This includes recommendations for English language proficiency as benchmarked nationally by both accreditation bodies and post-secondary research institutions. Assessment is completed in line with student success and preparedness for curriculum, and we prioritize those students wanting to engage with learning over those entering the country for other purposes.

The college assessed all program seats in Spring of 2024 and has confidence that no domestic student has ever been denied admission due to the acceptance of international learners. Selkirk College will continue to monitor and ensure domestic learner availability in its programs as a priority in its international education efforts.

2.2 Diversification

Diversification remains important to Selkirk College as a means of providing crosscultural exposure, thought diversity and vibrancy in its classrooms. As noted in Section 1, current provincial government directives to maximize PALs reduces our ability to diversify the international student body because of the disproportionately high approval rates for students from India. That being said, should PAL prioritization be a goal, we should explore mechanisms to admit more female students from India (with data subject to change given the diminishing desirability of Canada as a learning destination).

2.3 Provision of information services and supports

Selkirk College uses a network of internal and external professionals to deliver international student orientation and counselling services.

After admission, students receive a package of information directly from the college that includes the following:

- Tuition and fees
- Housing information and choices
- Health insurance information
- Immigration and permits
- Travel and relocation support
- Contact information in the event their question is not available.

This information is always available in its most updated form on the college website.

Selkirk College approves future student international tuition increases a minimum of two years in advance. Information on tuition increase percentages is available at the time of recruitment, prior to enrolment confirmation, and prior to arrival. Some costs, such as supplies, are estimated for in advance but are not within the control of the institution (eg. cost of chef-grade culinary knives or lab footwear). All of this information is available on a dedicated website, in addition to being sent directly in the student's email (Selkirk College, 2024).

Throughout students' pre-departure period, Selkirk College conducts frequent check-ins to ensure that they have the information they need to be successful in Canada. This helps ensure that admitted students not only attend, but also succeed once they have arrived. Selkirk College has a Regulated International Student Immigration Adviser (RISIA) to support students with more complex questions.

Pre-arrival documents are provided to students and then reviewed at a day-long, on-site, in-person orientation that reviews key supports and cultural success information. These services are directly funded by international student tuition and may be subject to change with reductions in international student enrolment.

International students' tuition supports not only services specific to international learners, but also unfunded student services that the college provides to both domestic and international learners.

These services may be reduced due to declining international enrolment:

- Personal counselling
- Academic counselling
- Career and employment support
- Learning Strategies Centre
- Tutoring (peer and academic)
- Writing support and tutoring
- A “homeroom” for students struggling to meet their academic goals and placed on probation
- Recreation and student engagement activities
- Indigenous service programming for learning and ally creation
- On-site housing
- Online and emailed resources providing tips for off-campus housing and avoiding scams

As a rural location, Selkirk College has access to fewer external supports from other non-profit agencies government departments. The college must therefore assume a greater role in providing appropriate services to international students, especially in terms of in-person mental and physical health services, and immigration support. Additional funding from the relevant government departments would facilitate a more holistic community-based approach.

Selkirk College maintains a public policy list (policies.selkirk.ca) and academic calendar (Selkirk.ca/apply-register/academic-calendar). These are sent annually to all students at the start of their academic year via email. This information (with accompanying procedures) is also available online and includes:

- important dates
- clear language explanations of academic rules and regulations
- appeals mechanisms
- code of conduct
- sexualized violence and other complex policies

Selkirk College has an elected student body, the Selkirk College Student Union (SCSU). It operates under the auspices of the College and Institutes Act and brings student-identified issues of importance to the College for discussion and mitigation where needed. The student union operates at arm's length from the college, and regularly interacts with government to support the student voice.

The college also promotes outbound opportunities for students, often in partnership with other organizations to ensure economies of scale. Underrepresented domestic learners have access to college foundation and grant funding for support in outbound study-abroad programs. Domestic students currently go abroad via exchange programs to attend postsecondary institutions in Japan, Korea, and France. Other opportunities continued to be developed (see Appendix F).

2.4 Agent management and oversight

Selkirk College maintains a strict process for agent selection. New agents must provide two references, speak with a Selkirk International staff member and sign the Selkirk College Agent Code of Conduct to be an approved supplier. Agreements are valid for two years, after which time non-performing agents are not renewed. Appendix B through D provides details of Selkirk College's process and documentation regarding agents.

The Code of Conduct and Agent Agreement outline responsibilities of both parties, conditions for termination, and guidelines for ensuring that agents communicate current, accurate information about Selkirk College. College staff conduct agent counselor/advisor training sessions periodically with both new and long-term agents.

Appendix lists agencies with which Selkirk College maintains contracts.

2.5 Performance

The Selkirk College Board of Governors recently approved the college's new strategic plan, *Land, Learning and Legacy: Our Path to 2040*. It is now creating integrated operational plans throughout the organization to better align all goals and objectives with the vision. Selkirk College has made it a priority to integrate domestic and international strategies via a Strategic Enrolment Plan in 2025. The plan includes the following goals:

1. Support access to programs aligned to regional demand by supplementing domestic enrolments with international applicants for sustainable program delivery.
2. Increase student diversity to expand the scope and breath of learner perspectives.
3. Provide opportunities to domestic students from the region to expand their perspectives through international experiences.

Given the uncertainty posed by ongoing federal policy changes and the fact that the college has a new strategic plan, the college has not yet finalized a comprehensive Strategic Enrolment Management plan. In the interim, it will focus on:

1. Agent management and review: *continuing our on-going partnerships with agents who respect students, their choices and their agency as learners. Please see the Agent management and oversight section for more details.*
2. Creating positive learning experiences for current students: *retaining and supporting learners who are continuing in our college.*
3. Continuous review: *Selkirk College will, as part of its Strategic Enrolment Management plan and structural changes due to pending reduced programming, continue to review for opportunities to increase international enrolments within the limits of our provincial attestation letter allotment.*

Review and performance measures will be informed by our student surveys and integrated planning processes. They will be identified in Institutional Accountability Reporting (IAPR), and Quality Assurance Reporting (EQA) both of which are submitted to the provincial government every spring.

References

IDP . (October 2024). *Emerging Futures 6: Voice of the International Student*. IDP.

Ministry of Post-secondary Education & Future Skills. (2023, December). *Standard Reports - Institution Headcount, Oct 2023 Data Submission*. Retrieved from https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/data-research/standard_reports_headcount_totals.pdf

Selkirk College. (2024). *International Students*. Retrieved from Selkirk College: <https://www.selkirk.ca/international/international-students>

Selkirk College. (2024). *Policies*. Retrieved from Selkirk College: <https://policies.selkirk.ca/>

APPENDIX A: CIGan Study Permit Applications Report



CIGan Study Permit Applications Report

Details for Selkirk College

Prepared by Colleges and Institutes Canada

Rendered on 29 February, 2024

This report by Colleges and Institutes Canada uses data from Immigration, Refugees, and Citizenship Canada (IRCC) as shared via an inter-organization data sharing agreement. The report is not intended for further sharing.

Immigration, Refugees, & Citizenship Canada (IRCC) tracks study permit application processing on a monthly basis. Applications are either processed as “Approved”, “Refused”, or “Withdrawn” and can be filtered by many of the categories included on a study permit application form. The following report shows aggregated data for some of the most relevant of these categories, starting with your specific institution, followed by a provincial look, and ending with a nation-wide overview.

This report is a work in progress, and will continue to be improved to better meet our member needs. If you have any comments, please reach out to CIGan via the feedback form linked on the bottom of this page.

Details - Selkirk College

The following table shows totals by the level of study for Selkirk College, 2023, while the charts illustrate the yearly trend starting in 2017.

The study level details indicate what the applicant selected on the application form, and may be at odds with how your institution classifies programs. For example, some colleges will have applications for university level programs based on the applicant's indication.

In an effort to reduce the impact of this, applications under levels of study with that account for less than 5% of approvals have been removed from the study level detail data.

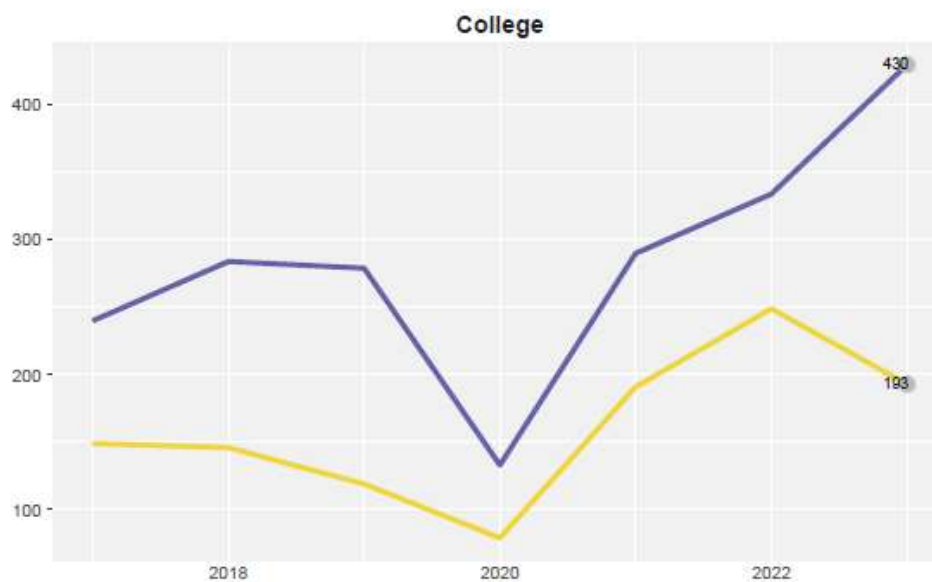
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Level of study	Approved	Refused	Withdrawn	Approval rate
Overall	493	209	0	70.2%
College	430	193	0	69%
College - Applied degree	27	6	0	81.8%
College - Certificate	38	17	0	69.1%
College - Diploma	332	160	0	67.5%
ESL/FSL and College	33	10	0	76.7%
University - Other Studies	3	0	0	100%

The categories “College” and “University” are aggregates of the detailed study levels from the application form. The category “College” includes the study levels College - Diploma, College - Certificate, College - Applied degree, PTC/TCST/DVS/AVS, CEGEP - Technical, ESL/FSL and College, CEGEP - Pre-university while the category “University” includes the levels University - Bachelor’s Deg., University - Other Studies, University - Master’s Deg., University - Doctorate, ESL/FSL and University.

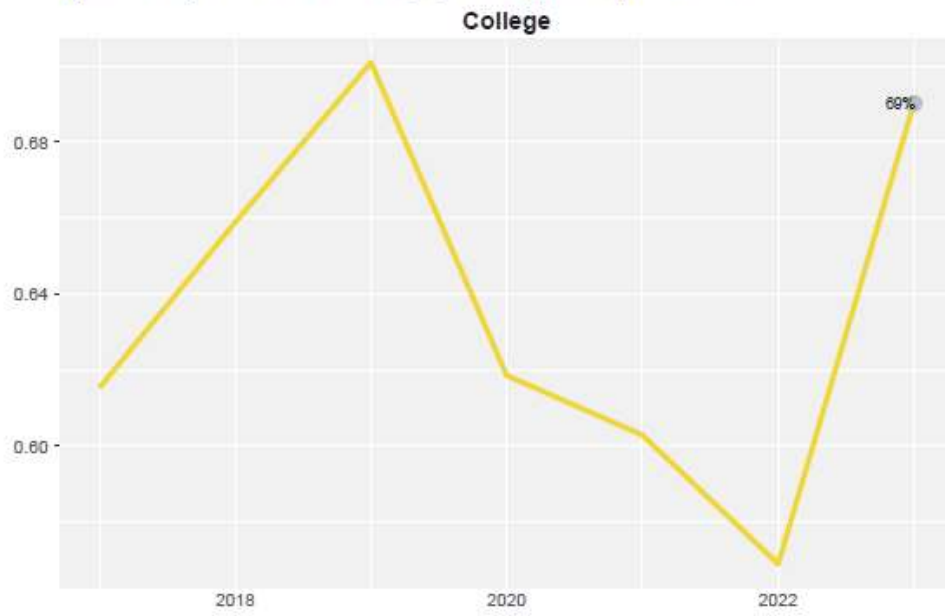
Applications by status and applicable categories

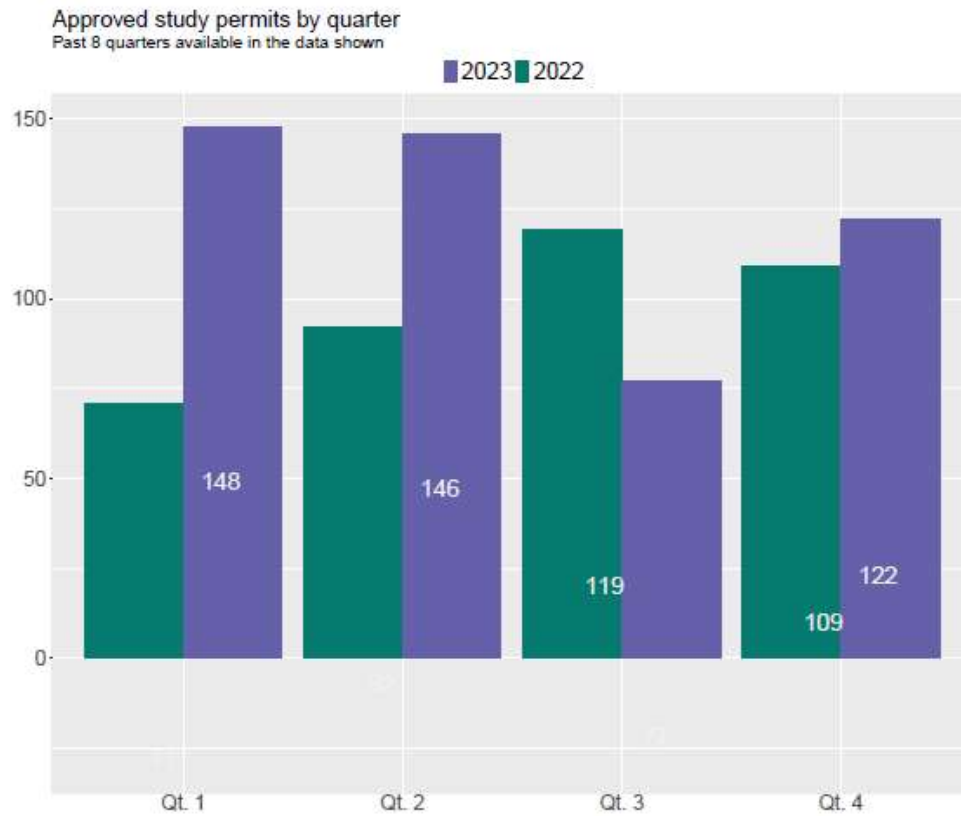
— Approved — Refused



Approval rate by applicable categories

Applicable categories selected based on proportion of approved applications > 5%

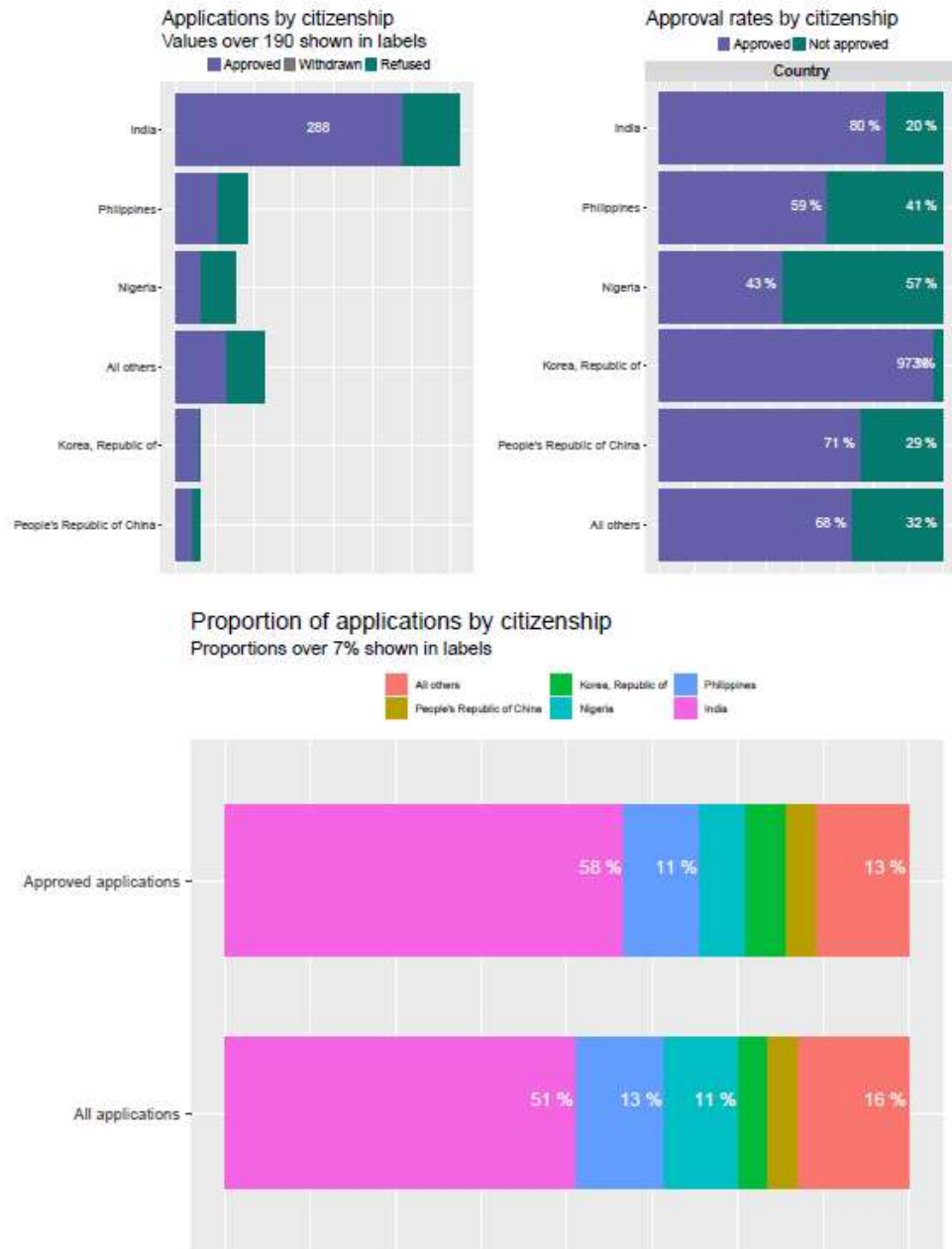




Applications by citizenship, approval rates and totals for Selkirk College

The following charts show applications, applications as a proportion of totals, and approval rates by the applicant's country of citizenship for Selkirk College, 2023. The category "Not approved" includes both those refused and withdrawn.

The country specific charts are filtered to show countries with 20 or more approvals (ranked by approvals) for Selkirk College

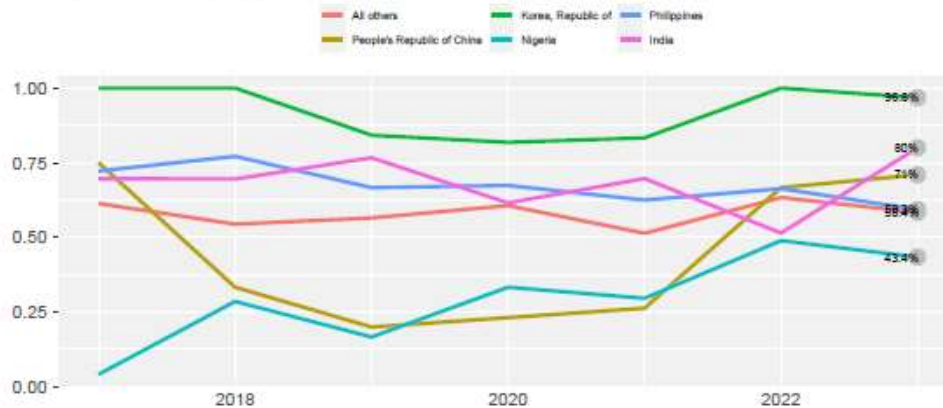


Applications by status and citizenship, 2023, for Selkirk College.

country	Approved	Refused	Withdrawn	Approval rate	Proportion of all applications	Propo
India	288	72	NA	80%	51.3%	58.4%
Philippines	54	37	NA	59.3%	13%	11%
Nigeria	33	43	NA	43.4%	10.8%	6.7%
Korea, Republic of	30	1	NA	96.8%	4.4%	6.1%
People's Republic of China	22	9	NA	71%	4.4%	4.5%
All others	66	47	0	58.4%	16.1%	13.4%

Approval rate by citizenship

Top 10 countries by approvals



country	2017	2018	2019	2020	2021	2022	2023
India	69.7%	69.5%	76.7%	61.5%	69.7%	51.5%	80%
Philippines	72.2%	77.1%	66.7%	67.4%	62.5%	66.3%	59.3%
Nigeria	4.2%	28.6%	16.7%	33.3%	29.6%	48.9%	43.4%
Korea, Republic of	100%	100%	84.2%	81.8%	83.3%	100%	96.8%
People's Republic of China	75%	33.3%	20%	NA	26.3%	66.7%	71%
All others	61.4%	54.4%	56.5%	60.7%	51.4%	63.3%	58.4%

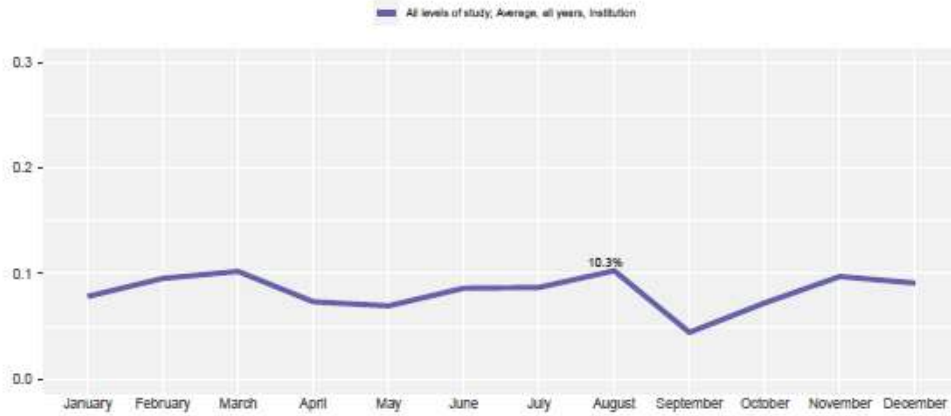
Monthly proportions of applications; Selkirk College.

The following charts show the proportion of applications by processing month.

Note: chart cut off above “as received”

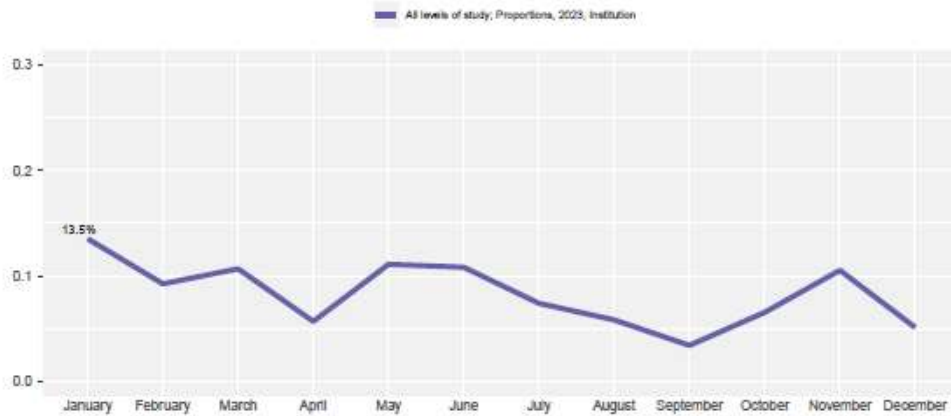
Proportion of applications by month, All years, 2017–2023

Max proportion shown in labels



Proportion of applications by month, 2023

Max proportion shown in labels



System details - British Columbia

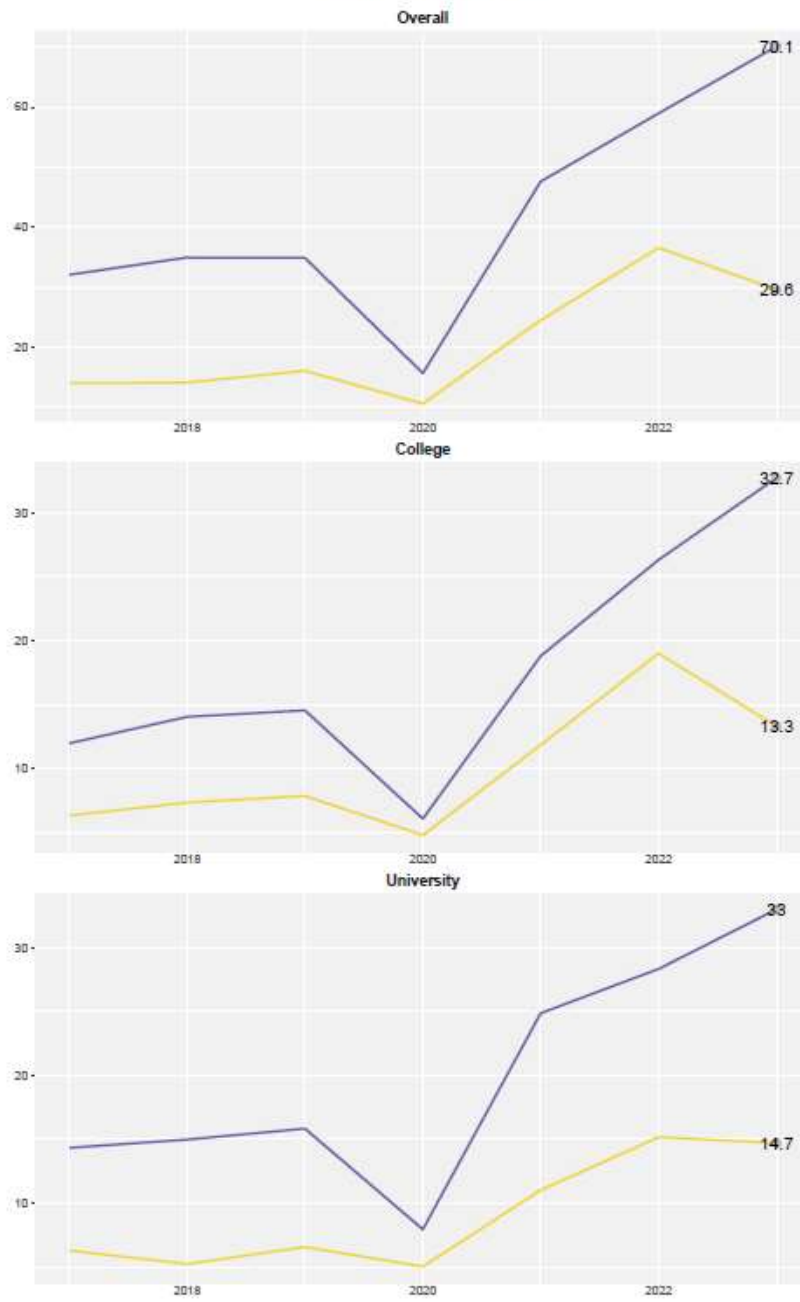
This section shows aggregate data for all institutions and study levels in British Columbia. As there are over 1000 institutions included in the data, not all institutions have been tagged with a region. Canada wide, in 2023, this amounts to of all applications missing from this regional dataset.

The following table shows totals by the level of study for British Columbia, 2023, while the charts illustrate the yearly trend starting in 2017.

Level of study	Approved	Refused	Withdrawn	Approval rate
Overall	70107	29599	790	69.8%
College	32713	13299	319	70.6%
University	32956	14705	435	68.5%
College - Applied degree	5760	1611	30	77.8%
College - Diploma	24085	10539	254	69.1%
University - Bachelor's Deg.	9723	3711	99	71.8%
University - Master's Deg.	15792	8268	247	65%
University - Other Studies	6437	2519	52	71.5%

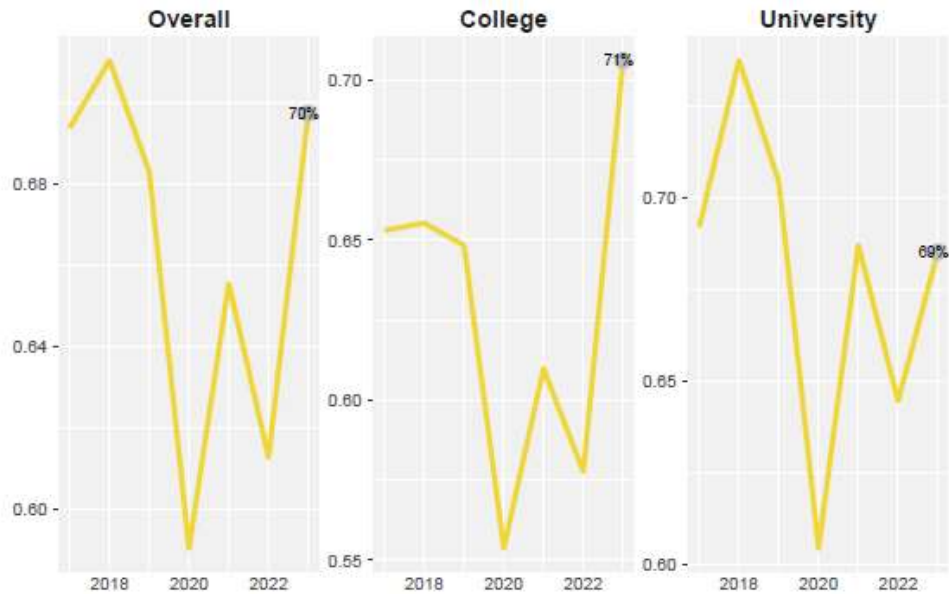
Applications by status and category (thousands)

Approved Refused



Approval rate by category

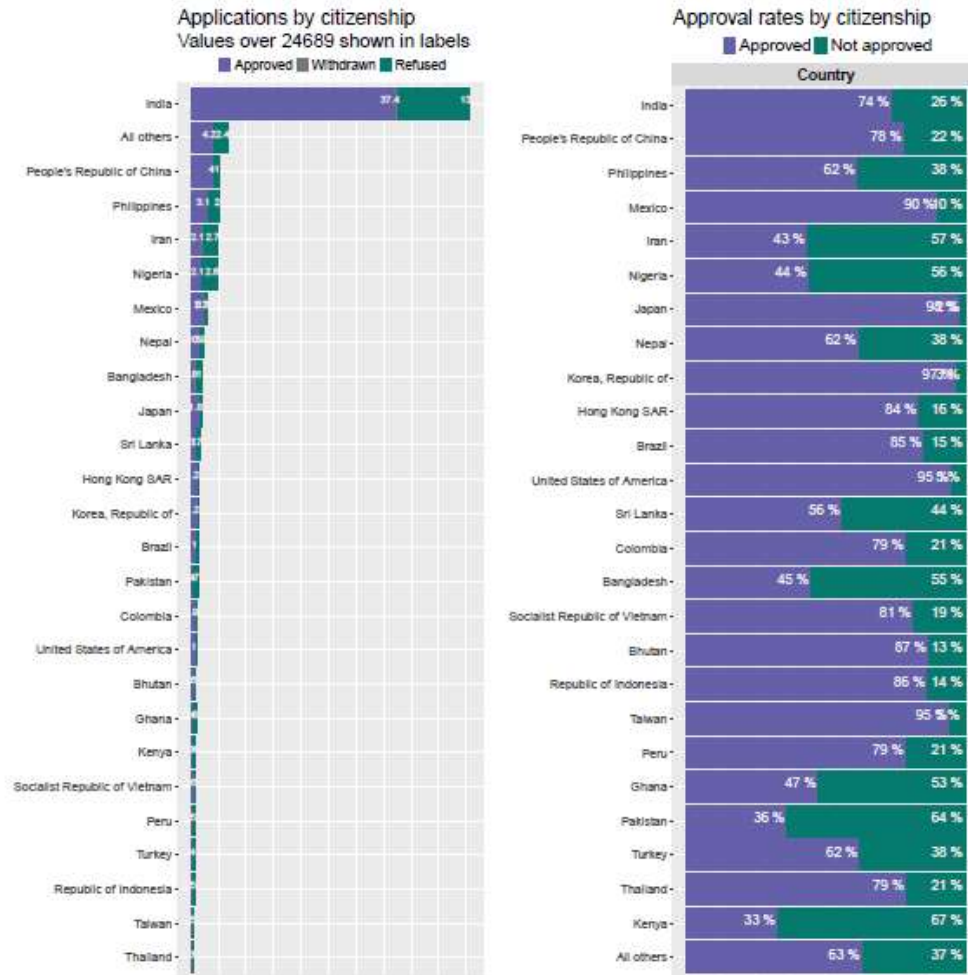
Please note the variance in range for y axes.



Country level details - British Columbia

The following charts show applications, applications as a proportion of totals, and approval rates by the applicant's country of citizenship for British Columbia, 2023. The category "Not approved" includes both those refused and withdrawn.

The country specific charts are filtered to show countries with 250 or more approvals (ranked by approvals) for British Columbia



Applications by status and citizenship, 2023, for British Columbia.

country	Approved	Refused	Withdrawn	Approval rate
India	37407	13036	236	73.8%
People's Republic of China	4042	956	165	78.3%
Philippines	3131	1950	9	61.5%
Mexico	2663	269	20	90.2%
Iran	2085	2679	35	43.4%
Nigeria	2068	2622	15	44%
Japan	1764	29	3	98.2%
Nepal	1498	916	3	62%
Korea, Republic of	1181	29	10	96.8%
Hong Kong SAR	1165	209	21	83.5%
Brazil	1025	170	6	85.3%
United States of America	962	47	2	95.2%
Sri Lanka	952	742	7	56%
Colombia	873	232	2	78.9%
Bangladesh	846	1021	19	44.9%
Socialist Republic of Vietnam	575	123	8	81.4%
Bhutan	561	84	NA	87%
Republic of Indonesia	474	71	3	86.5%
Taiwan	465	22	5	94.5%
Peru	459	122	1	78.9%
Ghana	439	482	4	47.5%
Pakistan	422	736	8	36.2%
Turkey	361	214	4	62.3%
Thailand	272	71	1	79.1%
Kenya	256	380	143	32.9%
All others	4161	2387	60	63%

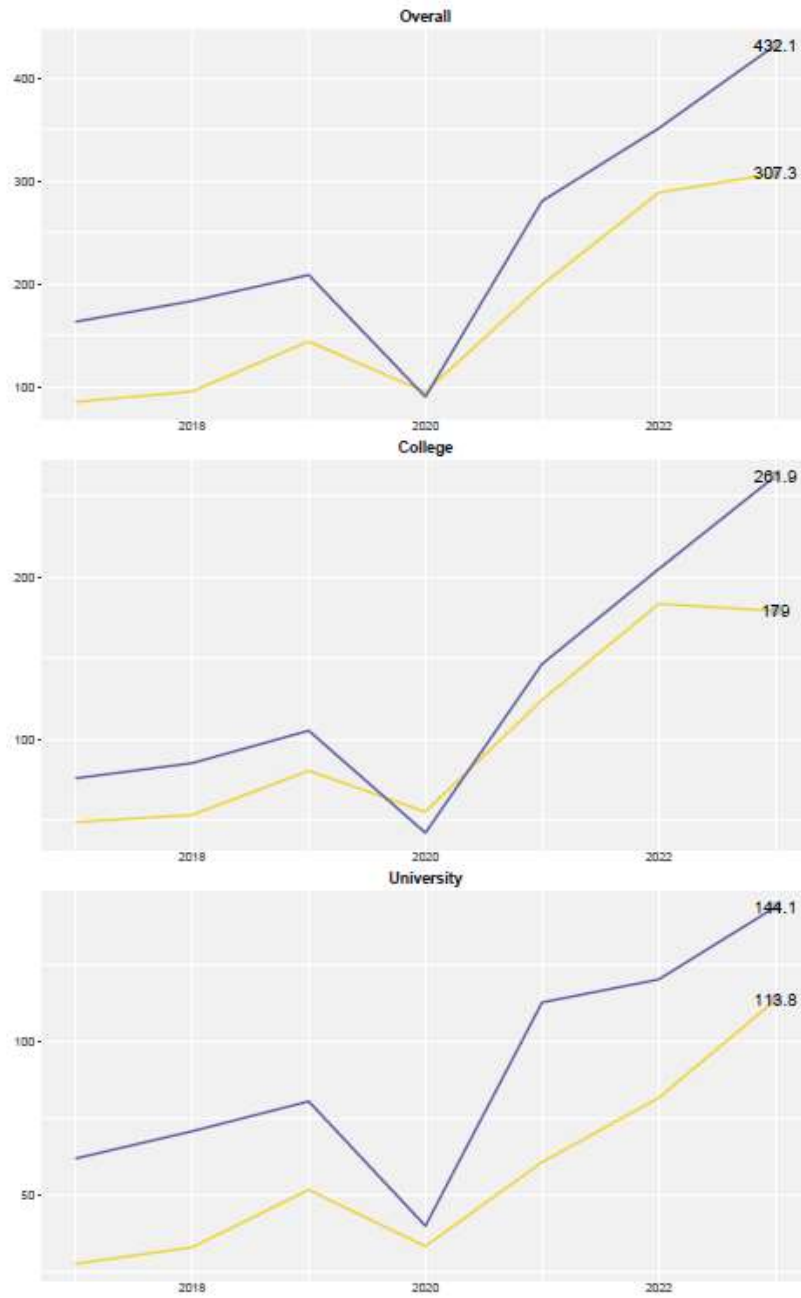
System details - Canada

The following table shows totals by the level of study for all of Canada, 2023, while the charts illustrate the yearly trend starting in 2017.

Level of study	Approved	Refused	Withdrawn	Approval rate
Overall	432086	307280	4056	58.1%
College	261869	179039	1927	59.1%
University	144147	113769	1917	55.5%
CEGEP - Pre-university	953	788	12	54.4%
CEGEP - Technical	3441	4054	16	45.8%
College - Applied degree	9409	4570	58	67%
College - Certificate	82283	51904	677	61%
College - Diploma	156544	100485	1096	60.6%
ESL/FSL and College	4559	9330	41	32.7%
ESL/FSL and University	1955	1082	21	63.9%
PTC/TCST/DVS/AVS	4680	7908	27	37.1%
University - Bachelor's Deg.	65637	66122	766	49.5%
University - Doctorate	5225	864	162	83.6%
University - Master's Deg.	48597	28082	715	62.8%
University - Other Studies	22733	17619	253	56%

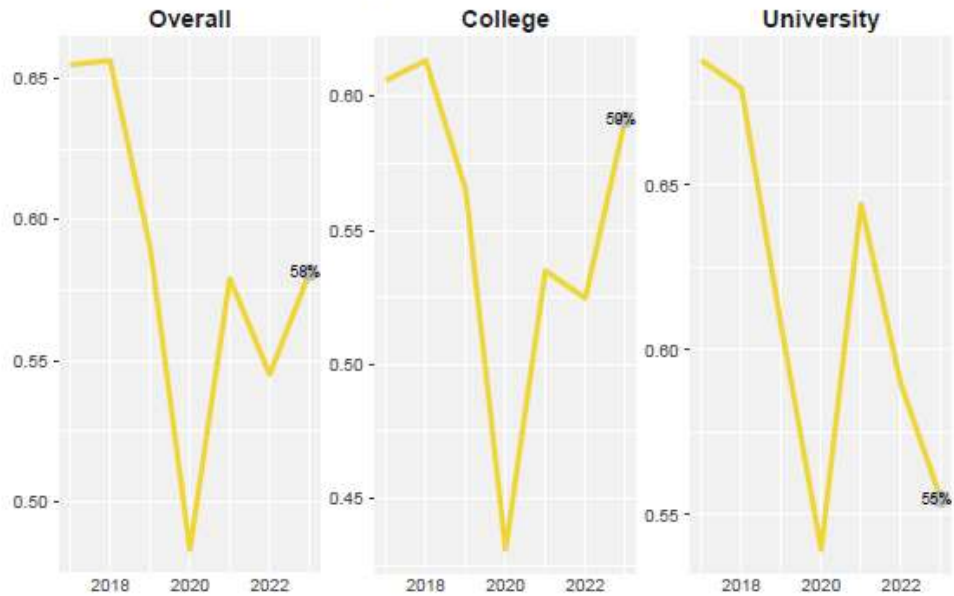
Applications by status and category (thousands)

Approved Refused



Approval rate by category

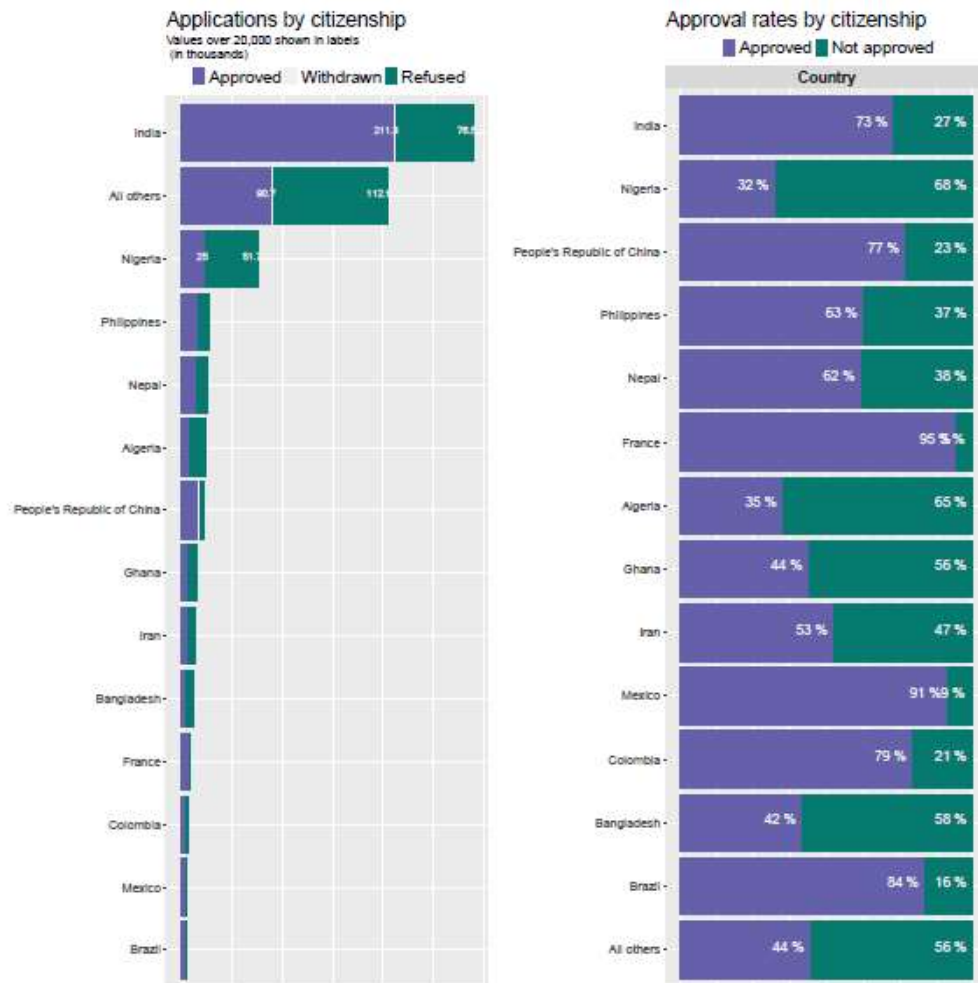
Please note the variance in range for y axes.



Country level details - Canada

The following charts show approval rates by the level of study or country for all of Canada, 2023. The category “Not approved” includes both those refused and withdrawn.

The country specific chart is filtered to show countries with 5000 or more approvals (ranked by approvals) for all of Canada



Applications by status and citizenship, 2023, for Canada.

country	Approved	Refused	Withdrawn	Approval rate
India	211303	76511	1368	73.1%
Nigeria	24984	51662	266	32.5%
People's Republic of China	17929	4623	711	77.1%
Philippines	17699	10484	71	62.6%
Nepal	15786	9709	21	61.9%
France	9080	463	52	94.6%
Algeria	8672	16013	27	35.1%
Ghana	7373	9308	112	43.9%
Iran	7053	6265	105	52.5%
Mexico	5799	510	36	91.4%
Colombia	5401	1389	17	79.3%
Bangladesh	5289	7284	85	41.8%
Brazil	5055	952	31	83.7%
All others	90663	112102	1154	44.5%

APPENDIX B: Agent Application Form



AGENT APPLICATION FORM

Thank you for your interest in Selkirk College. At Selkirk College, we believe in building long term relationships with agents and representatives throughout the world, and seek agents that commit to promoting our programs and representing Selkirk College ethically.

OUR COMMITMENTS

- Share accurate and updated program information.
- Provide timely training about our programs and services to support representatives.
- Acknowledge the committed efforts from representatives in providing their clients/students with quick and efficient education services.
- Pay your invoices in a timely manner.

YOUR COMMITMENTS

- Maintain a high standard of student recruitment and ensure that students referred to Selkirk College are suitable to our programs.
- Work in an ethical and responsible manner to ensure that accurate and honest information is provided to potential students about Selkirk College programs and services.
- Develop and maintain a clear and full understanding of Selkirk College programs to market them effectively.
- Provide full support to students during the application and admission process.

Thank you for gathering the following details for us. Please complete this form and return it to international@selkirk.ca as an attachment.

AGENT APPLICATION FORM

TO BE COMPLETED BY AGENT

PRIMARY DETAILS

Key Contact Person:	Position:
Phone Number(s):	Email:
Company Name:	
Full Address:	
What year was the business established?	Number of employees:
Number of students sent to Canada last year:	
Professional Affiliations/Government Registration:	
Expected number of students to Selkirk College per year:	

CANADIAN INSTITUTIONAL REFERENCE 1

Full Name:	Institution:
Position:	Phone: Email:

CANADIAN INSTITUTIONAL REFERENCE 2

Full Name:	Institution:
Position:	Phone: Email:

Agent Name

Agent Signature

Year / Month / Date

**BUILDING
REMARKABLE
FUTURES**
selkirk.ca/international

APPENDIX C: Agent Evaluation Form



AGENT EVALUATION

CONFIDENTIAL - FOR SELKIRK INTERNAL USE ONLY

Agency Name:

Agency Contact Person:

CHECKLIST

☐ The agent application form has been filled out

☐ The two references have been checked

☐ References are positive ☐ Yes ☐ No

Comments:

☐ We will offer an agent contract ☐ Yes ☐ No

NEXT STEPS

☐ Agent code of conduct form to be sent and signed

☐ Agent (counsellors/advisors) onboarding/training

☒ Send out digital marketing materials

Selkirk College Staff Member Name

Year / Month / Date

APPENDIX D: Agent Reference Check Form



AGENT REFERENCE CHECK FORM

Please fill out the form and email it to international@selkirk.ca

Agency Name:	
Agent Contact Person:	
REFERENCE INFORMATION	
Institution Name:	
Contact Person:	
Telephone Number:	Email:
Date: Telephoned ☐ Emailed ☐	
How long have you been working with this agent? 	
Does this agent recruit students for your school? ☐ Yes ☐ No ☐ Is a registered agent but has not recruited any students	
What is the approximate number of students recruited in the past two years?	
What market(s) is this agent recruiting from?	
Does this agent recruit good quality students? ☐ Yes ☐ No	
Comments:	

AGENT REFERENCE CHECK FORM

Please fill out the form and email it to international@selkirk.ca

Does this agent accurately represent your institution? ☐ Yes ☐ No

Comments:

Do you have any issues working with this agent that you would like to address? ☐ Yes ☐ No

Comments:

Would you recommend this agent?

☐ Yes ☐ No ☐ No performance to base a recommendation on

Do you have any additional comments or feedback about your experience working with this agent?

DECLARATION

I declare that all of the above information that has been given is correct.

Name

Signature*

Year / Month / Date

Please return this form to Selkirk College International
by emailing international@selkirk.ca

**Signature only necessary when reference form is being emailed*

APPENDIX E: Selkirk College Agent Agreement Template (2024)

AGENCY AGREEMENT

**Selkirk College
301 Frank Beinder Way
Castlegar, British Columbia V1N 4L3
Canada**

And

[Keywords]

Agency Full address here

This agreement is for the purpose of student recruitment to Selkirk College with campuses in Castlegar, Nelson, and Trail, British Columbia, Canada.

In return for the mutual covenants set out herein, the parties agree as follows:

A. Selkirk College will:

1. As a public, government funded college, a member of Colleges and Institutes Canada (CICan), BC Council on Admissions and Transfer (BCCAT), and abiding by the Education Quality Assurance framework mandated by the Province of British Columbia, follow professional standards set out by these organizations.
2. Pay [Keywords] a referral commission (the Commission) as follows:
 - a. 15% of tuition for each of the first 2 semesters of English Language or academic studies. Commission will be payable only on the net tuition amount paid. Commission is not applicable to any fees or services other than tuition.
3. Provide commission only for semesters during which a referred student is enrolled. Payment of commission will be processed after receipt of an invoice, approximately eight weeks after the commencement of each semester.
4. Adhere to the Selkirk College International Student Refund Policy for withdrawals so that, if a student withdraws from a program and is given a refund of tuition, Selkirk College will provide [Keywords] a commission based on any tuition fees retained by Selkirk College after required refunds are issued to the student. This policy will be provided to the agency. Selkirk College will have no further obligation to pay commission to [Keywords] in respect to that student.
5. Provide [Keywords] with appropriate supplies of promotional materials annually or as requested.

6. Provide [Keywords] with accurate and current information regarding Selkirk College's programs, admission policies, language proficiency requirements, tuition and fees, grading and academic standing policies, operating policies, housing information, and program eligibility for the Post Graduation Work Permit.

B. The AGENCY/AGENT will:

1. Adhere to Selkirk College policies and procedures at all times.
2. Submit an invoice/commission report to Selkirk College each semester with a list of referred students within 8 weeks of the commencement of the class. If a detailed invoice is not received by the deadlines, Selkirk College is under no obligation to remit commission payments.
3. Provide accurate and complete information on Selkirk College and its programs to potential students, including, but not limited to, the location of Selkirk College, program availability and cost, local living costs, and availability of accommodation.
4. Verify that all educational documents/credentials of a referred student are authentic prior to being submitted by the agency to ensure no fraudulent documents are accepted.
5. Obtain the approval of Selkirk College for any additional information produced/used by [Keywords] for marketing and recruitment purposes.
6. Not add additional charges for services that are provided by Selkirk College.
7. Agree to be a referral agent only. [Keywords] has no authority to make binding commitments by or on behalf of Selkirk College.
8. Abide by the terms outlined in the Agent Code of Conduct agreement and submit a signed copy.

C. Scope of Agreement

This agreement constitutes the entire agreement between parties with respect to the subjects set out herein and may only be amended in writing by both parties. For purposes of the Agreement, any notice or other communication between parties may be delivered by courier, mail, or electronic mail to the respective addresses as listed on the signature page.

D. Duration, Termination, and Renewal of Agreement

This agreement becomes effective on the day it is signed by the Selkirk College representative and remains valid for two (2) years from that date.

This agreement may be terminated by either party upon receipt of written notice of a minimum of 30 (thirty) days. Email notification is considered acceptable

This agreement will be reviewed for renewal by both parties three months prior to the expiry date. The contract may be renewed upon mutual agreement of both parties.

E. Breach of Contract

For the purpose of this contract, Breach of Contract is defined as non-performance or failure to adhere to the terms set out in this agreement. If the party does not fulfill the contractual promise, or has given information to the other party that they will not perform the duty as mentioned in the contract or if by action and conduct is unable to perform the contract, the party will be said to be in breach of contract.

Breach of Contract for the purpose of this agreement also includes the falsifying of documents or misrepresentation of student intention. In the event of a breach of contract, Selkirk College shall have the right to terminate this Agreement upon five (5) working days notice.

F. Confidentiality

All materials and information relating to the business of Selkirk College, including, without limitation, all manuals, documents, reports, equipment, working materials prepared by Selkirk College or by the agent in the course of the agent's provision of services are for the benefit of Selkirk College, shall remain property of Selkirk College and cannot be shared without the express written permission of Selkirk College.

G. Dispute Resolution

While all disputes will attempt to be settled through negotiation between the two parties, in the case of unresolved conflicts, a mutually acceptable independent mediator may be appointed by the two parties to review the issues involved.

H. Governing Law and Jurisdiction

This agreement will be governed by and construed in accordance with the laws of the Province of British Columbia and Canada without regard to their conflict of law rules. By signing this agreement, the parties agree to the exclusive jurisdiction of the courts of British Columbia.

I. Indemnity

[Keywords] must indemnify and save harmless Selkirk College, its Board of Governors, directors, officers, employees, staff, faculty, agents and students from and against all claims, demands, losses, damages, judgments, costs, liability, expenses (including reasonable legal fees and expenses), actions and other proceedings made, incurred, sustained, brought, prosecuted or threatened to be brought or prosecuted that are based upon, occasioned by or arising out of any act or omission, error, deed or other matter on the part of [Keywords] arising out of this agreement,

excepting always liability to the extent caused or contributed to by the acts or omissions of Selkirk College or its staff or students.

Your primary contacts at Selkirk College with respect to this Agreement are:

Danny Beatty
Director, International Education and Development
Selkirk College
301 Frank Beinder Way, Castlegar, British Columbia, Canada V1N 4L3
Tel: 250-365-1396
Email: dbeatty@selkirk.ca

Virginia Vargas Valadez (commission inquiries)
 Selkirk College
 301 Frank Beinder Way, Castlegar, British Columbia, Canada V1N 4L3
 Tel: 250-365-1354
 Email: vvargas-valadez@selkirk.ca

General Inquiries
 301 Frank Beinder Way, Castlegar, British Columbia, Canada V1N 4L3
 Tel: 250-365-1293
 Email: international@selkirk.ca

FOR SELKIRK COLLEGE: SELKIRK INTERNATIONAL

Danny Beatty
 Director, International Education and Development

DATE: [Publish Date]

FOR AGENCY: [Keywords]

Representative of agency signing
 [Keywords]

DATE: [Publish Date]

Primary contact: Name here
 Telephone and email contact here

Secondary contact: if possible

APPENDIX F: List of Selkirk College International Agreements

International Agreements and Memorandum of Understanding (MOUs)

Institution	Contract Description	Termination Date (dd-MMM-yy)
Shinhan University - Korea	MOU	22-Mar-27
Jungwon University - Korea	MOU	7-Apr-27
Donngguk University - Korea	MOU	22-Mar-27
Seowon University Korea	MOU	31-Mar-27
Institut de Gestion Sociale (IGS) - France	MOU	24-Jan-27
British Columbia Study Abroad	MOU	n/a
Halla University – Korea	Collaboration Agreement	30-Mar-28
Pai Chai University - Korea	Collaboration Agreement	28-Mar-28
Hong Kong Metropolitan University - China	Articulation Agreement	20-Jun-29
National Taipei University of Business	MOU	
Nagoya University of Foreign Studies - Japan	MOU	01-Apr-27
Sungkyul University - Korea	MOU	6-Mar-2028

APPENDIX G: Selkirk College Agent Agreements

Agency Name	Country	Date Contract signed
2M Immigration services Inc	Canada	2022-11-14
A four Leaf	Japan	2017-07-17
Accredited Professional Education Culturalization LTD	HK	2023-05-08
Acorn Admissions Ltd	Canada	2021-07-14
Admittedz Inc	Iran	2022-10-04
Alma Armada & Company LTD	Canada	2023-02-07
Alvis Tsui	Canada	2020-11-24
Amber Education Holding LTD	HK	2023-02-01
Amber Road Immigration	Canada	2020-01-08
AMV Study	Viet Nam	10/01/2023
Aureus Manpower and Consultancy Corp	Philippines	2023-02-09
Azin Sepehr Saman Co	Iran	2019-02-20
Banana Education	Australia	2021-09-08
Beacon Education and Visa Services	Nepal	n/a
Beijing Aoji Education Consulting	China	2023-06-06
Beijing GoldenAge International Cultural Exchange	China	2023-05-02
Beijing Kezhi Times International	China	2024-05-08
Beijing Lannao Kaizhi Education	China	2024-05-29
Beijing New Oriental Division Overseas	China	2023-08-03
Binghuang Xiao	China	2024-04-24
Bodwell School	Canada	2024-08-08
Bright International Students Service Inc	Canada	2022-04-07
Canada Glory Immigration LTD	Canada	2022-06-30
Canada World Connexion Immigration and Consulting	Canada	2021-03-24
Canadalyn Consulting Inc	Canada	2020-01-16
Canadian Oportunities Limited	Philippines	2021-10-10
Canbridge Business Group Ltd	Canada	2020-05-14
CanFly Education Agency	Taiwan	2020-03-25
Canstudy	Canada	2020-07-31
CanStudy	Caribbean - General	2019-11-04
Canz Documentation and Facilitation Service	Philippines	2023-03-27
Chengdu Huaying Consulting and Service Co	China	2022-01-06
Chengjin Education Consulting	China	2023-06-06
China Center for International Education Exchange	China	2021-01-06

Choice International Consulting	Canada	2022-01-14
City Service Agency	Canada	2019-09-09
Commonwealth Visa Experts	Philippines	2020-01-13
Dreamers International Travel & Consultancy	Philippines	2022-01-17
Du Hoc Nam Phong	Viet Nam	01/10/2017
E&C Overseas Enterprise Co. LTD	Taiwan	2020-07-14
EDF Admissions	Nepal	n/a
E-Square Management and Consultancy services	Philippines	2023-07-07
First Place	Philippines	2021-10-05
Forestrust	Singapore	2021-09-27
Frank MungESL Institute	Canada	2023-12-14
GCO Consultancy Services	Philippines	2021-01-08
Giacomondo Study	Italy	2023-12-20
Global Ambassador	Russia	2021-04-09
Global Migration Canada	Canada	2023-02-07
Global Social Research & Educational Consultancy Pvt. Ltd.	Nepal	n/a
Global Study Partners	Australia	2023-02-07
Global Visa Processing Experts Inc	Philippines	2022-11-04
Goreto Educational Consultancy Private Limited	Nepal	n/a
Guangzon Education Group LTD	Canada	2021-04-06
Hence Education	Canada	2020-10-09
Huatong Xinnuo Int	China	2023-05-02
HungKuang University	Taiwan	2022-06-22
I Dream Canada	Canada	2020-10-01
ICEA	Ukraine	2018-11-14
Immigration Network Services	Philippines	2020-11-20
Intellect Guide LTD	Ukraine	2020-01-20
Intelli Education Group	Canada	2020-09-10
International Alliance for Immigrant Services Inc	Philippines	2020-06-23
Interuniverse Consultant	Canada	2023-05-15
Jiacheng Overseas	Canada	2020-06-26
JJL International Education Exchange	China	2024-01-09
JPCanada.com	Japan	2021-12-18
Julianne Studio	Taiwan	2023-07-31
Jyulin Ltd	Taiwan	2022-03-15
KOKOS International Students	Philippines	2021-09-01
KUEIS Education Center	Canada	2020-01-08
LH Global PTY LTD	Australia	2020-06-11
Liu Cheng International Group Limited	China	2021-05-25

Makereal Consulting	Canada	2020-04-01
Maple Gateway Consulting Inc.	Canada	2023-03-27
Marquee Agency	Japan	2023-05-15
Maxway Education Group Limited	HK	2022-10-05
Milestone Canada	Japan	2022-02-16
Mr. Chang's Studio	China	2020-01-16
Mu, Xuerong	China	2023-05-02
Nahleh Educational Consultations	Jordan	2023-10-26
Nedex International	Canada	2014-04-17
New Start Canada Consulting Inc	Canada	2022-04-29
New Trip Visa & Immigration Services Ltd	Canada	2020-01-08
OAA Study	Australia	2022-05-02
Oli Consulting LTD	Canada	2020-01-08
Oyunsuren Gankhuyag	Canada	2021-05-19
Revpro Educational & Visa Assistance	Philippines	2021-10-27
Roman & Associates Imigration Services LTD	Canada	2023-02-07
SAM Education	Canada	2020-08-20
Scholar House LTD	Canada	2022-03-23
Scholars Overseas Study Inc	Canada	2024-08-02
Sea to Sky Immigration	Canada	2021-05-03
Secure Visa Agency	Philippines	2023-01-05
Shenzhen Jiada Immigration Consultants	China	2021-08-10
Sinowest International Education	Canada	2022-12-15
SLE Planner Inc	Canada	2022-11-04
Straight A Education Group	Canada	2020-07-17
Study Canada AGS	Philippines	2020-09-17
Study First Private Limited	Nepal	n/a
Stu-view Overseas Service	Canada	In progress
Successful Education Center	Taiwan	2020-06-16
Sun-Cor Unlimited Inc	Canada	2022-02-16
Syntech Consulting LTD	Canada	2020-02-25
Taiwan Spinkbok Transpolo Co	Taiwan	2021-09-08
Talentcity Consulting Inc	Canada	2020-04-02
Terry International Education and Business	Canada	2022-10-21
Three lions Visa & Immigration	Philippines	2021-10-10
Tianjin Leader Overseas Education	China	2018-01-17
Times Consultant Pvt. Limited	Pakistan	n/a
Top Consulting Group Inc	Canada	2020-02-26
Top Human Resources Inc	Canada	2020-12-02
TUEX International Education	Canada	2024-05-29
Universal Immigration	Canada	2022-03-07
Vanstars Education LTD	Canada	2021-12-14
Visatrust Internatinal	Philippines	2022-11-25

VVSS consulting ltd	Canada	2020-12-07
Wan Yujiao	China	2024-05-15
Wonder Maple Inc	Canada	2021-05-13
World Wide Internships and Training Program	Philippines	2022-12-12
Xiaofei Wang	China	2023-09-26
Xuecai Zhang	China	2024-05-08
Yu, Wenxia	China	2022-06-30