



International Student Program Designation: Revocation Process

In the case that Horizon College & Seminary (HCS) voluntarily or involuntarily have the International Student Program (ISP) Designation revoked, the following process would guide our communication with the Ministry of Advanced Education and with the international students enrolled at that time.

1. Contact the Ministry of Advanced Education.

Should HCS choose to withdraw the ISP Designation, HCS will immediately contact the Ministry of Advanced Education to communicate the decision and adhere to the set revocation process, ensuring sufficient services to the enrolled international students.

Should HCS have its ISP Designation revoked by the Ministry of Advanced Education, HCS will adhere to the set revocation process, ensuring sufficient services to the enrolled international students.

2. Role of the International Student Advisor.

The International Student Advisor serves as the contact between HCS Academic Office and the Ministry of Advanced Education in addition to the Academic Office and enrolled international students. The Advisor will be responsible to correspond with the Ministry through the revocation process. The Advisor will guarantee clear communication between HCS, the Ministry and international students, while HCS student services and other staff will contribute to the care of the international students needs during the revocation process.

3. Role of International Students.

The enrolled international students will be represented within the consultation process with the Academic Office in the case the ISP Designation revocation be considered (voluntary or involuntary). They will be given opportunity to identify their needs and desires as alternate arrangements and institutions are considered.

4. Contact Enrolled International Students.

After consultations with international students, discussion with the Ministry of Advanced Education and a final decision by the Academic Office confirming the ISP Designation revocation, the International Student Advisor will inform all enrolled international students of HCS' ISP Designation revocation. The following information will be communicated:

- When the revocation takes effect

- Consultation guidelines for international student to communicate student needs
- Revocation timeline, including how long students remain at HCS.
- Assistance HCS will provide for international students during the transfer process.

5. Assist International Students to find Alternate Approved Institutions.

After consultations identifying student needs, the Advisor will ensure that students are able to identify alternate institutions offering suitable programs and that these institutions are contacted by HCS 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, HCS will provide official transcripts necessary for affected students to transfer to alternate approved institutions at no charge.
- b. The Advisor will support the affected international students until they are no longer HCS 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 fees schedules. This includes all funds deposited to a student account for the purposed of demonstrating financial stability for entrance into the country.
- d. All International student records will be held permanently by HCS.

7. HCS's Commitment to International Students

It is HCS's commitment that in the case of an ISP Designation Revocation, the Advisor 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 HCS's context as reasonably possible.