

MANITOBA STUDENT AID DESIGNATION POLICY

(In conformance with the Pan-Canadian Designation Policy
Approved by the Minister of Advanced Education and Literacy)

PART A: INSTITUTIONS

Criteria Applied to Institutions in Manitoba:

1. Must have offered eligible programs of study for a minimum of 12 months before designation will be considered; and,
2. Must be registered under *The Private Vocational Institutions Act*, if required to be so registered; and
3. Must sign a designation Memorandum of Understanding with Manitoba; and
4. Must meet program criteria, below.

Criteria Applied to Canadian Institutions Outside of Manitoba

1. Must be designated by its home (local) jurisdiction and posted on the Master Designation List; and
2. Must meet program criteria, below.

Criteria Applied to Institutions Outside of Canada:

1. Must meet program criteria, below; and
2. Must complete a checklist attesting to school's ability to provide consumer protection measures for students and willingness to respond to MSA directives; and
3. American institutions must:
 - be approved for Title IV funding by US Department of Education; and
 - have offered eligible programs of study for a minimum of 12 months before designation will be considered; and,
 - be registered under its jurisdictions' private vocational institution or private career college legislation, if required to be so registered.
4. Other international institutions must:
 - a. be approved for the purpose of student financial assistance in its home country; and
 - b. demonstrate stability by having been in continuous operation for a minimum of 2 years before designation will be considered; and
 - c. be listed in one of the following references:
 - International Handbook of Universities (International Association of Universities, Stockton Press), or
 - the World of Learning (Europa Publications), or
 - the Commonwealth Universities website at www.acu.ac.uk/home , or
 - the International Association of Universities website at www.unesco.org/iau/members_friends/mem_membinst1.html, or
 - the federal school look up for FAFSA, (US Department of Education www.fafsa.ed.gov/fotw0607/fslookup.htm, or
 - Accredited Institutions of Postsecondary Education (Greenwood Publishing Group).
5. If the institution is a non-American medical school or an American-affiliated medical school located outside of the United States, the institution must meet the following criteria in addition to the other international criteria immediately above:
 - a. Be listed on the International Medical Education Directory imed.ecfmg.org/ maintained by the Foundation for Advancement of International Medical Education and Research (FAIMER) or the World Directory of Medical Schools www.who.int/hrh/documents/wdms_upgrade/en/index.html maintained by the World Health Organization; and
 - b. Be approved by or meet the criteria of a member of the Federation of Medical Regulatory Authorities of Canada; and
 - c. Be in continuous operation for at least ten years.

PART B: FULL-TIME PROGRAMS

(* = mandatory elements required by the regulations to *The Student Aid Act*. Absent any one of these elements, a program cannot by Manitoba law be designated.)

All programs of study must:

1. be a post-secondary education program leading to a certificate, diploma, or degree*; and
2. be full time; and
3. be at least 12 weeks in length, within a period of 15 consecutive weeks, not including any work experience*; and
4. deliver at least 15 hours of in-class instruction per week; and
5. not include a paid or unpaid work experience, practicum, or clinical placement that allocates more than 25% of the total program's hours to it; and
6. not include an upgrading or English as an Additional Language (EAL) component that allocates more than 20% of the program's total hours to it.

In addition to criteria 1-6 above, programs at private vocational institutions, private training providers, and private career colleges:

7. must have published entrance requirements of Grade 12 or equivalent or Mature Student Status (defined as at least 19 years of age and one year out of high school)*; and
8. must deliver at least 20 hours of in-class instruction per week, not 15; and
9. if the program refers to a regulated occupation, the institution must provide evidence that the regulator responsible for the occupation has approved the program.

Irrespective of criteria 8 above, programs at private for-profit universities and at religious-affiliated institutions:

10. may deliver 15 hours of in-class instruction per week instead of 20.

Irrespective of criteria 4 above, for American universities, junior colleges, and community colleges covered by Title IV:

11. programs may provide 12 hours of in-class instruction per week instead of 15.

PART C: PART-TIME PROGRAMS

A part time program must meet the full-time criteria with the following caveats:

1. there is no minimum period of study length; and
2. the institution offering the program must be designated for full-time Canada Student Loans and be offering at least one full-time program; and
3. the program's in-class instruction consists of a minimum of 3 hours per week for universities, 5 hours per week for junior colleges, community colleges, and technical schools, and 7 hours per week for private for-profit and religious-affiliated institutions; and
4. a part time program will not be approved unless there is a full time equivalent.

PART D: DISTANCE EDUCATION ("E-LEARNING")

All e-learning post-secondary educational institutions must:

1. require a minimum of 20 hours per week of student activity or participation in the case of career, vocational, or technical programs of study that lead to a certificate or diploma; or
2. require a minimum of 12 hours per week of student activity or participation in the case of universities and other authorized degree granting institutions whose programs of study lead to a degree; and
3. actively monitor student participation and maintain contact with students in order to ensure that minimum course load requirements are maintained; and
4. demonstrate that its courses or programs of study and monitoring activities meet these guidelines; and
5. provide specific program of study/course start and end dates, either for the program of study/course under review or, if the e-learning institution operates on a continuous intake system, for an individual student

In addition to the criteria 1-5 above, a Canadian e-learning post-secondary educational institution must meet **one** of the following criteria:

6. the institution has programs that meet the full time and part time program eligibility criteria as defined in sections B and C above or has been approved by the jurisdiction in which it is located; or
7. the institution is approved by one of the Canadian quality assurance bodies; or
8. the institution is a private institution or a religious affiliated institution which has an equivalent on-site offering of the course or program of study; or
9. the institution can demonstrate that academic credits or credit hours earned through the e-learning course or program of study are transferable to a designated public postsecondary educational institution located within the same jurisdiction.
 - The transferability of credits must be outlined either in an articulation agreement between the two post-secondary educational institutions, or in a provincial / territorial Transfer Guide.

In addition to criteria 1-5 above, an American or other international e-learning post-secondary educational institution must meet **one** of the following criteria:

10. be approved for Title IV funding by the US Department of Education; or
11. be approved by one of the Canadian quality assurance bodies; or
12. be in receipt of an acceptable rating in a full institutional audit conducted by the United Kingdom Quality Assurance Agency for Higher Education within the last 5 years.

In addition to meeting criteria 1-9, or 1-5 and 10-12 if applicable, part-time e-learning programs must also meet the part-time program criteria 1-3 outlined in Part C, above.

For reference, Canadian quality assurance bodies include:

- Degree Quality Assessment Board (BC) (<http://www.aved.gov.bc.ca/degree-authorization/board/welcome.htm>)
- Campus Alberta Quality Council (<http://www.caqc.gov.ab.ca/>)
- Council of Ontario Universities (www.cou.on.ca)

A complete listing of provincial quality assurance bodies is available at:
http://www.uacc.ca/qa/reg_prov_qas/index_e.html

Other professional quality assurance bodies that Canadian campuses use are listed at:
http://www.uacc.ca/qa/pro_prog_accrd/index_e.html

PART E: INELIGIBLE PROGRAMS

The following programs will not be considered for designation:

- a. Adult basic education
- b. Literacy training
- c. College preparatory or upgrading
- d. High school equivalency
- e. English as an Additional Language (EAL)
- f. Personal development programs, hobby, self-interest (improvement, enrichment, development exercise, retreat, etc.)
- g. Private pilot's licences
- h. Contract training