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**MANITOBA
STUDENT
AID**

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2017

**Designation
Policy
Manual**

SCHEDULE A | Memorandum of Understanding



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Policy
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SECTION 1: INTRODUCTION AND OVERVIEW OF MANITOBA STUDENT AID DESIGNATION POLICY

Designation Definition:

Designation is the formal process that post-secondary educational institutions and their programs go through to be considered eligible for the student financial assistance programs of the federal and provincial governments. Educational institutions and their programs must be designated (approved) by Manitoba Student Aid (MSA) before students can receive financial assistance.

Designation Background:

In April 2003, the Council of Ministers of Education–Canada, approved the National Designation Policy Framework (the framework). The framework is a pan-Canadian approach intended to guide jurisdictions in the development of their designation policies. The framework supports provincial and territorial governments, as well as the Government of Canada, in working with educational institutions to improve the performance of the student loans portfolio and to improve accountability to students and taxpayers through good stewardship of the portfolio.

The National Designation Policy Framework reiterates the fundamental purpose of government student loan programs—to increase access to opportunities for post-secondary education. The framework document itself signals to institutions that student success is a key element in effectively managing financial risk. Educational institutions play the central role in retaining students, ensuring students succeed and ensuring students improve their overall employability. These are key factors contributing to students' success in repaying their student loans.

Therefore, institutions are central to any effort by government to effectively manage the financial risks inherent in a student loans program. Under the framework, institutions, as well as their programs, are not designated in perpetuity. As such, all institutions and programs are subject to losing their designations if they no longer meet designation criteria. Institutions should view their repayment rates as indicators to the viability of continuing with certain programs.

Designation Policy Overview:

Government student financial-aid programs increase access to post-secondary education through the distribution of loans and grants to students. As noted, post-secondary institutions play a central role in ensuring students succeed in completing their studies, which improve their likelihood of obtaining gainful employment. These factors, in turn, contribute to the students' ability to repay their student loans. To effectively manage loan repayment risk, it is important that student aid funding is monitored, and that consistent standards for designation are maintained.

When determining the designation status of an educational institution or program, the designation officer considers a variety of factors, such as the location and nature of the educational institution, and the length and delivery of the program. Designation status is only assigned when designation criteria are met.

The MSA Designation Policy attempts to aid stakeholders by:

- providing an agreed-upon standard that educational institutions and programs are reviewed against, to ensure they can administer the federal and provincial loan programs
- providing information to assist students with career planning to help them make informed choices about their post-secondary education

SECTION 2: INELIGIBLE PROGRAMS

Ineligible Programs:

Not all programs are eligible for consideration for designation. The following programs will not be considered for designation:

- adult basic education (high-school classes for adults)
- literacy training (programs teaching adults to read)
- college preparatory or upgrading (high-school courses that are taken or repeated to improve grades or obtain entrance requirements)
- high school equivalency (general education diploma)
- English as an Additional Language (EAL)
- personal development programs, hobbies, self-interest (improvement, enrichment, development exercises, retreats, etc.)
- private pilot licences
- contract training (private or public trainers who are contracted to provide training for a particular group with specific needs; independent members of the public cannot enroll)
- formal instruction or practical training required for the acceptance in a professional corporation
- the practice of any trade or profession (medical internships/residencies, dietetic internships, legal articles)

SECTION 3: DESIGNATION OF EDUCATIONAL INSTITUTIONS AND PROGRAMS IN MANITOBA

To be designated, an educational institution must offer programs of study at the post-secondary level, as defined in the Canada Student Loans Act, The Manitoba Student Aid Act and their attendant regulations. The Designation Office must first examine the educational institution before considering the program.

Eligibility Criteria for Designation of Educational Institutions in Manitoba:

Manitoba institutions must:

- operate under provincial or federal legislation
- (when required) be registered under The Private Vocational Institutions Act
- (when required) be registered with the Private Vocational Institutions Office, and have offered eligible programs of study for a minimum of 12 months before applying for designation with MSA
- sign a designation memorandum of understanding (MOU) and agree to adhere and comply with all obligations and expectations

Designation of Post-secondary Full-time Programs:

An educational institution needs to submit individual applications for each program it wishes to have designated, and each program is then evaluated against the criteria listed below. When a program is designated by MSA and substantial changes are made afterwards to the program, the program will need to be re-designated to maintain its designation status. A program needs to be designated before eligible students can be assessed for student financial assistance.

There are mandatory elements required by the regulations to The Manitoba Student Aid Act. If even one of these elements is absent, a program cannot, by Manitoba law, be designated. Those mandatory elements are noted with an asterisk (*).

The Manitoba Student Aid Act also dictates that the opportunity for students to pursue and successfully complete a post-secondary education contributes significantly to the economic and social development of our province. As such, MSA reserves the right to deny designation to a program that meets the designation criteria, but does not provide sufficient proof demonstrating significant contributions to the development of the province.

Definition of Full-time Programs:

- 15 hours of in-class instruction per week, or credit hours per term, at **publicly funded institutions**
- 20 hours of in-class instruction per week at **private vocational institutions, private training providers and private or public career colleges**
- 15 hours of in-class instruction per week at **private, for-profit universities and institutions with a religious affiliation**

Full-time Program Requirements

Full-time programs:

- must be post-secondary education programs
- must lead to a certificate, diploma or degree, and 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)*
- must be at least 12 weeks in length, within a period of 15 consecutive weeks, not including any work experience*
- (if the program refers to a regulated occupation) must be approved by the regulator or accrediting body responsible for the occupation
- must be designated by the home (local) jurisdiction
- must allocate program hours for paid/unpaid work experiences (including clinical placements, co-operatives, practicum and internships) as follows:
 - Clinical placements may allocate up to 50 per cent of program hours to work experience. Clinical placements are defined as health-care program work experiences, which require the student to perform actual clinical procedures on real patients or clients in a hospital, clinic or laboratory—under the direct supervision of an instructor.
 - Co-operatives may allocate up to 30 per cent of program hours to work experience. A co-operative is defined as follows:
 - The work situation is developed and/or approved by the co-operative educational institution as a suitable learning situation
 - The student is engaged in productive work rather than merely observing
 - The student's progress on the job is monitored by the co-operative educational institution
 - The student's performance on the job is supervised and evaluated by the student's co-operative employer
 - All other work experiences, such as internships, may allocate up to 25 per cent of the total program hours to work experience

Program Requirements Based on Institution Type in Manitoba:

- Programs offered by public institutions in Manitoba must be approved by the institution's senate, academic council, education council and/or program council, and board of governors (the program cannot be offered through Continuing Education or Extended Education)
- Programs offered by private vocational institutions in Manitoba must be registered with the Private Vocational Institutions (PVI) Office
- Programs offered by religious institutions in Manitoba must be approved to offer accredited programs from the Association for Biblical Higher Education (ABHE), if required to do so
- Programs offered by private trainer institutions in Manitoba must be accredited if their programs are federally regulated

Designation of Post-secondary Part-time Programs

Definition of Part-time Programs:

- There is no minimum length of study
- The institution offering the program must:
 - be designated for full-time Canada student loans
 - offer a full-time equivalent program of study
- The program's in-class instruction consists of a minimum of:
 - three hours per week for **universities**
 - five hours per week for **junior colleges, community colleges** and **technical schools**
 - seven hours per week for **private-for-profit** and **institutions with a religious affiliation**
- The program is considered part-time if the number of weeks or total program hours of the program differs from the original full-time designated version

Designation of Institutions/Online Programs

Manitoba Institution Requirements

Manitoba's online institutions must:

- be registered or licensed by a provincial/territorial government, or operate under provincial or federal legislation
- be designated in the home jurisdiction
- offer programs at a post-secondary level as defined by the regulations outlined under the Canada Student Financial Assistance Act
- be approved by one of the Canadian quality assurance bodies
- (if it is a private institution or an institution with a religious affiliation) have an equivalent onsite offering of the course or program of study
- demonstrate that academic credits or credit hours, earned through the online learning course or program of study, are transferable to a designated, public, post-secondary educational institution, located within the same jurisdiction
- outline the transferability of credits, either in an articulation agreement between the two post-secondary educational institutions, or in a provincial/territorial transfer guide

Eligibility Criteria for Designation of Online Learning Programs

To be eligible for designation, online learning programs:

- require a minimum of 20 hours per week of student activity or participation in a career, vocational or technical program of study that leads to a certificate or diploma
- require a minimum of 12 hours per week of student activity or participation in a program of study that leads to a degree

Conditions for Maintaining Designation of Online Learning Programs

To maintain a designation, online learning programs must:

- provide a specific program of study and course start and end dates, either for the program of study or the course under review; or, if the online learning institution operates on a continuous intake system, for an individual student
- actively monitor student participation and maintain contact with students to ensure minimum, course-load requirements are maintained
- demonstrate that its courses or programs of study and monitoring activities meet these guidelines

De-Designation Criteria for Educational Institutions and Programs in Manitoba:

De-designation is the process through which institutions and their programs have their eligibility for government student-financial assistance revoked. An educational institution or program will be recommended for de-designation if it has ceased to meet designation requirements. These include the institution's inability to improve either its Manitoba student loan (MSL) or Canadian student loan (CSL) repayment rate, or if it consecutively does not meet compliance audit requirements.

SECTION 4: DESIGNATION OF EDUCATIONAL INSTITUTIONS AND PROGRAMS IN CANADA

To be designated, an educational institution must offer programs of study at the post-secondary level, as defined in the Canada Student Loans Act, The Manitoba Student Aid Act and their attendant regulations. The Designation Office must first examine the educational institution before considering the program.

Eligibility Criteria for Designation of Institutions in Canada:

Canadian institutions outside Manitoba must be designated by their home (local) jurisdictions and posted on the master designation list.

Designation of Post-secondary Full-time Programs:

An educational institution needs to submit individual applications for each program it wishes to have designated, and each program will be evaluated against the criteria listed below. If a program is designated by Manitoba Student Aid (MSA) and substantial changes are made to the program, it will need to be re-designated to maintain its designation status. A program needs to be designated before eligible students can be assessed for student financial assistance.

There are mandatory elements required by the regulations to The Manitoba Student Aid Act. If any one of these elements is absent, a program cannot, by Manitoba law, be designated. Those mandatory elements will be noted with an asterisk (*).

The Manitoba Student Aid Act also dictates that the opportunity for students to pursue and successfully complete a post-secondary education contributes significantly to the economic and social development of our province. As such, MSA reserves the right to deny designation to a program that meets the designation criteria, but does not provide sufficient proof demonstrating significant contributions to the development of the province.

Definition of Full-time Programs:

- 15 hours of in-class instruction per week, or credit hours per term, at **publicly funded institutions**
- 20 hours of in-class instruction per week at **private vocational institutions, private training providers and private or public career colleges**
- 15 hours of in-class instruction per week at **private-for-profit universities** and at **institutions with a religious affiliation**

Full-time Program Requirements

Full-time programs:

- must be post-secondary education programs
- must lead to a certificate, diploma or degree and 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)*

- must be at least 12 weeks in length, within a period of 15 consecutive weeks, not including any work experience*
- (if the program refers to a regulated occupation) must be approved by the regulator or accrediting body responsible for the occupation
- must be designated by the home (local) jurisdiction
- must allocate program hours for paid/unpaid work experiences (including clinical placements, co-operatives, practicum and internships) as follows:
 - Clinical placements may allocate up to 50 per cent of program hours to work experience. Clinical placements are defined as health-care program work experiences, which require the student to perform actual clinical procedures on real patients or clients in a hospital, clinic or laboratory, under the direct supervision of an instructor
 - Co-operatives may allocate up to 30 per cent of program hours to work experience. A co-operative is defined as follows:
 - The work situation is developed and/or approved by the co-operative educational institution as a suitable learning situation
 - The student is engaged in productive work rather than merely observing
 - The student's progress on the job is monitored by the co-operative educational institution
 - The student's performance on the job is supervised and evaluated by the student's co-operative employer
 - All other work experiences, such as internships, may allocate up to 25 per cent of the total program hours to work experience

Program Requirements Based on Institution Type in Canada

In Canada, program requirements based on institution type must be designated by the home (local) jurisdiction.

Designation of Post-Secondary Part-time Programs

Definition of Part-time Programs:

- There is no minimum length of study
- The institution offering the program must:
 - be designated for full-time Canada student loans
 - offer a full-time equivalent program of study
- The program's in-class instruction consists of a minimum of:
 - three hours per week for **universities**
 - five hours per week for **junior colleges, community colleges** and **technical schools**
 - seven hours per week for **private-for-profit** and **institutions with a religious affiliation**
- The program is considered part-time if the number of weeks or total program hours of the program differs from the original full-time designated version

Designation of Institutions/Online Programs

Canadian Online Institution Requirements

Canadian online institutions must:

- be registered or licensed by a provincial/territorial government, or operate under provincial or federal legislation
- be designated in the home jurisdiction
- offer programs at a post-secondary level, as defined by the regulations outlined under the Canada Student Financial Assistance Act
- be approved by one of the Canadian quality assurance bodies
- (if it is a private institution or an institution with a religious affiliation) have an equivalent onsite offering of the course or program of study
- demonstrate that academic credits or credit hours earned through the online learning course or program of study, are transferable to a designated, public, post-secondary educational institution, located within the same jurisdiction
- outline the transferability of credits, either in an articulation agreement between the two post-secondary educational institutions, or in a provincial/territorial transfer guide

Eligibility Criteria for Designation of Online Learning Programs

To be eligible for designation, online learning programs:

- require a minimum of 20 hours per week of student activity or participation in a career, vocational or technical program of study that leads to a certificate or diploma
- require a minimum of 12 hours per week of student activity or participation in a program of study that leads to a degree

Conditions for Maintaining Designation of Online Learning Programs

To maintain designation, online learning programs must:

- provide a specific program of study and course start and end dates, either for the program of study/course under review or, if the online learning institution operates on a continuous intake system, for an individual student
- actively monitor student participation and maintain contact with students to ensure minimum course-load requirements are maintained
- demonstrate that its courses or programs of study and monitoring activities meet these guidelines

De-Designation Criteria for an Educational Institution or Program in Canada:

De-designation is the process through which institutions and their programs have their eligibility for government student-financial assistance revoked. An educational institution or program is recommended for de-designation if it has ceased to meet designation requirements.

SECTION 5: DESIGNATION OF EDUCATIONAL INSTITUTIONS AND PROGRAMS IN THE UNITED STATES

To be designated, an educational institution must offer programs of study at the post-secondary level, as defined in the Canada Student Loans Act, The Manitoba Student Aid Act and their attendant regulations. The Designation Office must first examine the educational institution before considering the program.

Eligibility Criteria for Designation of Institutions in the United States:

To be eligible for designation, institutions in the United States must:

- be approved for Title IV funding by the U.S. Department of Education and participate in providing student financial assistance to domestic students
- be registered according to their jurisdictions' private vocational institutions or private career college legislation (if required to be so registered)
- have offered eligible programs of study for a minimum of 12 months before applying for designation

Designation of Post-Secondary Full-time Programs:

An educational institution needs to submit individual applications for each program it wishes to have designated, and each program is evaluated against the criteria listed below. If a program is designated by MSA, and substantial changes are made to the program, it will need to be re-designated to maintain its designation status. A program will need to be designated before eligible students can be assessed for student financial assistance.

There are mandatory elements required by the regulations to The Manitoba Student Aid Act. If even one of these elements is absent, a program cannot, by Manitoba law, be designated. Those mandatory elements will be noted with an asterisk (*).

The Manitoba Student Aid Act also dictates that the opportunity for students to pursue and successfully complete a post-secondary education contributes significantly to the economic and social development of our province. As such, MSA reserves the right to deny designation to a program that meets the designation criteria, but does not provide sufficient proof demonstrating significant contributions to the development of the province.

Definition of Full-time Programs:

- 12 hours of in-class instruction per week at **American universities, junior colleges** and **community colleges** covered by Title IV
- 20 hours of in-class instruction per week at **private vocational institutions, private training providers** and **private or public career colleges**

Full-time Program Requirements

Full-time programs:

- must be post-secondary education programs
- must lead to a certificate, diploma, or degree and 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)*
- must be at least 12 weeks in length, within a period of 15 consecutive weeks, not including any work experience*
- (if the program refers to a regulated occupation) must be approved by the regulator or accrediting body responsible for the occupation
- must be designated by the home (local) jurisdiction
- must allocate program hours for paid/unpaid work experiences (including clinical placements, co-operatives, practicum and internships) as follows:
 - Clinical placements may allocate up to 50 per cent of program hours to work experience. Clinical placements are defined as health-care program work experiences, which require the student to perform actual clinical procedures on real patients or clients in a hospital, clinic or laboratory, under the direct supervision of an instructor
 - Co-operatives may allocate up to 30 per cent of program hours to work experience. A co-operative is defined as follows:
 - ▶ The work situation is developed and/or approved by the co-operative educational institution as a suitable learning situation
 - ▶ The student is engaged in productive work rather than merely observing
 - ▶ The student's progress on the job is monitored by the co-operative educational institution
 - ▶ The student's performance on the job is supervised and evaluated by the student's co-operative employer
 - All other work experiences, such as internships, may allocate up to 25 per cent of the total program hours to work experience

Program Requirements Based on Institution Type in the United States:

Programs offered by public institutions in the United States must be approved for Title IV funding.

Designation of Post-Secondary Part-time Programs:

- There is no minimum length of study
- The institution offering the program must:
 - be designated for full-time Canada Student Loans
 - offer a full-time equivalent program of study
- The program's in-class instruction consists of a minimum of:
 - three hours per week for **universities**
 - five hours per week for **junior colleges, community colleges** and **technical schools**

- seven hours per week for **private-for-profit** and **institutions with a religious affiliation**
- The program is considered part-time if the number of weeks or total program hours of the program differs from the original full-time designated version

Designation of Institutions/Online Programs

American Online Institution Requirements

American online institutions must:

- offer full-time programs as outlined in the applicable sections of Part B
- offer programs at a post-secondary level as defined by the regulations outlined under the Canada Student Financial Assistance Act
- be designated in the home jurisdiction (Institutions located in the United States, or affiliated with American institutions, must be approved for Title IV funding by the U.S. Department of Education)
- be approved by one of the Canadian quality assurance bodies
- 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 five years

Eligibility Criteria for Designation of Online Learning Programs:

To be eligible for designation, online learning programs:

- require a minimum of 20 hours per week of student activity or participation in career, vocational or technical program of study that leads to a certificate or diploma
- requires a minimum of 12 hours per week of student activity or participation in a program of study that leads to a degree

Conditions for Maintaining Designation of Online Learning Programs:

To maintain designation, online learning programs must:

- provide specific program of study and course start and end dates, either for the program of study/course under review, or if the online learning institution operates on a continuous intake system, for an individual student
- actively monitor student participation and maintain contact with students to ensure that minimum course-load requirements are maintained
- demonstrate that its courses or programs of study and monitoring activities meet these guidelines

De-Designation Criteria for Educational Institutions and Programs in the United States

De-designation is the process through which institutions and their programs have their eligibility for government student financial-assistance revoked. An educational institution or program is recommended for de-designation if it has ceased to meet designation requirements.

SECTION 6: DESIGNATION OF EDUCATIONAL INSTITUTIONS AND INTERNATIONAL PROGRAMS

Designation of International Educational Institutions Outside the United States

To be designated, an educational institution must offer programs of study at the post-secondary level, as defined in the Canada Student Loans Act, The Manitoba Student Aid Act and their attendant regulations. The Designation Office must first examine the educational institution before considering the program.

Eligibility Criteria for Designation of Institutions Outside of the United States

To be eligible for designation, international institutions outside of the United States must:

- be registered under their jurisdiction's private vocational institutions or private career college legislation, if required to be so registered
- have been in continuous operation for a minimum of two years
- confirm their ability to provide consumer protection measures for students and willingness to respond to Manitoba Student Aid (MSA) directives
- be approved for the purpose of student financial assistance in their home jurisdictions (and provide proof)
- be listed in one of the following references:
 - *The International Handbook of Universities* (International Association of Universities, Stockton Press)
 - *The World of Learning* (Europa Publications)
 - The Commonwealth Universities website: www.acu.ac.uk/home
 - The International Association of Universities website: www.unesco.org/iau/members_friends/mem_membinst1.html
 - *The Free Application for Federal Student Aid* (FAFSA), U.S. Department of Education: www.fafsa.ed.gov/fotw0607/fslookup.htm
 - *The Accredited Institutions of Postsecondary Education* (Greenwood Publishing Group)

Designation of Post-secondary Full-time Programs

An educational institution will need to submit individual applications for each program it wishes to have designated and each program will be evaluated against the criteria listed below. If a program is designated by MSA and substantial changes are made to the program, it will need to be re-designated to maintain its designation status. A program will need to be designated before eligible students can be assessed for student financial assistance.

There are mandatory elements required by the regulations to The Manitoba Student Aid Act. If any one of these elements is absent, a program cannot, by Manitoba law, be designated. Those mandatory elements will be noted with an asterisk (*).

The Manitoba Student Aid Act also dictates that the opportunity for students to pursue and successfully complete a post-secondary education contributes significantly to the economic and social development of our province. As such, MSA reserves the right to deny designation to a program that meets the designation criteria, but does not provide sufficient proof demonstrating significant contributions to the development of the province.

Definition of Full-time Programs:

- 15 hours of in-class instruction per week or credit hours per term at **publicly funded institutions**
- 20 hours of in-class instruction per week at **private vocational institutions, private training providers, and private or public career colleges**
- 15 hours of in-class instruction per week at **private-for-profit universities** and at **institutions with a religious affiliation**

Full-time Program Requirements

Full-time programs:

- must be post-secondary education programs
- must lead to a certificate, diploma or degree, and 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)*
- must be at least 12 weeks in length, within a period of 15 consecutive weeks, not including any work experience*
- (if the program refers to a regulated occupation) must be approved by the regulator or accrediting body responsible for the occupation
- must be designated by the home (local) jurisdiction
- must allocate program hours for paid/unpaid work experiences (including clinical placements, co-operatives, practicum and internships) as follows:
 - Clinical placements may allocate up to 50 per cent of program hours to work experience. Clinical placements are defined as health-care program work experiences, which require the student to perform actual clinical procedures on real patients or clients in a hospital, clinic or laboratory—under the direct supervision of an instructor
 - Co-operatives may allocate up to 30 per cent of program hours to work experience. A co-operative is defined as follows:
 - ▶ The work situation is developed and/or approved by the co-operative educational institution as a suitable learning situation
 - ▶ The student is engaged in productive work rather than merely observing
 - ▶ The student's progress on the job is monitored by the co-operative educational institution
 - ▶ The student's performance on the job is supervised and evaluated by the student's co-operative employer
 - All other work experiences, such as internships, may allocate up to 25 per cent of the total program hours to work experience

Program Requirements Based on Institution Type in International Institutions Outside of the United States

In international institutions outside of the United States, program requirements based on institution type must be designated by the home (local) jurisdiction.

Designation of Post-Secondary Part-time Programs

Definition of Part-time Programs:

- There is no minimum length of study
- The institution offering the program must:
 - be designated for full-time Canada student loans
 - offer a full-time equivalent program of study
- The program's in-class instruction consists of a minimum of:
 - three hours per week for **universities**
 - five hours per week for **junior colleges, community colleges** and **technical schools**
 - seven hours per week for **private-for-profit** and **institutions with a religious affiliation**
- The program will be considered part-time if the number of weeks or total program hours of the program differs from the original full-time designated version

Designation of Institutions/Online Programs

International Online Institution Requirements

International online institutions must:

- be registered or licensed by a provincial/territorial government, or operate under provincial or federal legislation
- be designated in the home jurisdiction
- offer programs at a post-secondary level as defined by the regulations outlined under the Canada Student Financial Assistance Act
- be approved by one of the Canadian quality assurance bodies
- (if it is a private institution or an institution with a religious affiliation) have an equivalent onsite offering of the course or program of study
- demonstrate that academic credits or credit hours earned through the online learning course or program of study, are transferable to a designated, public, post-secondary educational institution, located within the same jurisdiction
- outline the transferability of credits, either in an articulation agreement between the two post-secondary educational institutions, or in a provincial/territorial transfer guide

Eligibility Criteria for Designation of Online Learning Programs

To be eligible for designation, online learning programs:

- require a minimum of 20 hours per week of student activity or participation in career, vocational or technical program of study that leads to a certificate or diploma
- require a minimum of 12 hours per week of student activity or participation in a program of study that leads to a degree

Conditions for Maintaining Designation of Online Learning Programs

To maintain designation, online learning programs must:

- provide a specific program of study and course start and end dates, either for the program of study/course under review, or if the online learning institution operates on a continuous intake system, for an individual student
- actively monitor student participation and maintain contact with students to ensure that minimum course-load requirements are maintained
- demonstrate that its courses or programs of study and monitoring activities meet these guidelines

De-Designation Criteria for International Educational Institutions and Programs:

De-designation is the process through which institutions and their programs have their eligibility for government student financial assistance revoked. An educational institution or program is recommended for de-designation if it has ceased to meet designation requirements.

SECTION 7: INTERNATIONAL MEDICAL INSTITUTIONS

Designation of International Medical Institutions (Outside the United States or American-Affiliated Medical Institutions):

To be designated, an educational institution must offer programs of study at the post-secondary level, as defined in the Canada Student Loans Act, The Manitoba Student Aid Act and their attendant regulations. The Designation Office must first examine the educational institution before considering the program.

Eligibility Criteria for Designation for International Medical Institutions (Outside the United States or American-Affiliated Medical Institutions):

International medical institutions outside the United States and American-affiliated medical institutions located outside the United States must:

- be approved for the purpose of student financial assistance in its home jurisdiction
- be in continuous operation for at least 10 years
- be listed in one of the following references:
 - *The International Medical Education Directory*: (imed.ecfmg.org/) maintained by the Foundation for Advancement of International Medical Education and Research (FAIMER)
 - *The World Directory of Medical Schools*: (www.who.int/hrh/documents/wdms_upgrade/en/index.html) maintained by the World Health Organization
- be approved by the Federation of Medical Regulatory Authorities of Canada

Designation of Post-secondary Full-time Programs:

An educational institution will need to submit individual applications for each program it wishes to have designated and each program will be evaluated against the criteria listed below. If a program is designated by Manitoba Student Aid (MSA), and substantial changes are made to the program, the program will need to be re-designated to maintain its designation status. A program will need to be designated before eligible students can be assessed for student financial assistance.

There are mandatory elements required by the regulations to The Manitoba Student Aid Act. If any one of these elements is absent, a program cannot, by Manitoba law, be designated. Those mandatory elements will be noted with an asterisk (*).

The Manitoba Student Aid Act also dictates that the opportunity for students to pursue and successfully complete a post-secondary education contributes significantly to the economic and social development of our province. As such, MSA reserves the right to deny designation to a program that meets the designation criteria, but does not provide sufficient proof demonstrating significant contributions to the development of the province.

Definition of Full-time Programs:

- 15 hours of in-class instruction per week or credit hours per term at **publicly funded institutions**
- 20 hours of in-class instruction per week at **private vocational institutions, private training providers, and private or public career colleges**
- 15 hours of in-class instruction per week at **private, for-profit universities** and at **institutions with a religious affiliation**

Full-time Program Requirements

Full-time programs:

- must be post-secondary education programs
- must lead to a certificate, diploma or degree and 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)*
- must be at least 12 weeks in length, within a period of 15 consecutive weeks, not including any work experience*
- (if the program refers to a regulated occupation) must be approved by the regulator or accrediting body responsible for the occupation
- must be designated by the home (local) jurisdiction
- must allocate program hours for paid/unpaid work experiences (including clinical placements, co-operatives, practicum and internships) as follows:
 - Clinical placements may allocate up to 50 per cent of program hours to work experience. Clinical placements are defined as health-care program work experiences, which require the student to perform actual clinical procedures on real patients or clients in a hospital, clinic or laboratory, under the direct supervision of an instructor
 - Co-operatives may allocate up to 30 per cent of program hours to work experience. A co-operative is defined as follows:
 - ▶ The work situation is developed and/or approved by the co-operative educational institution as a suitable learning situation
 - ▶ The student is engaged in productive work rather than merely observing
 - ▶ The student's progress on the job is monitored by the co-operative educational institution
 - ▶ The student's performance on the job is supervised and evaluated by the student's co-operative employer
 - All other work experiences, such as internships, may allocate up to 25 per cent of the total program hours to work experience

Program Requirements for International Medical Institutions (Outside the United States or American-Affiliated Medical Institutions):

For international medical institutions outside of the United States or American-affiliated medical institutions, program requirements must be designated by the home (local) jurisdiction.

Designation of Post-Secondary Part-time Programs

Definition of Part-time Programs:

- There is no minimum length of study
- The institution offering the program must:
 - be designated for full-time Canada Student Loans
 - offer a full-time equivalent program of study
- The program's in-class instruction consists of a minimum of:
 - three hours per week for **universities**
 - five hours per week for **junior colleges, community colleges** and **technical schools**
 - seven hours per week for **private-for-profit** and **institutions with a religious affiliation**
- The program is considered part-time if the number of weeks or total program hours of the program differs from the original full-time designated version

De-Designation Criteria for International Educational Institutions and Programs:

De-designation is the process through which institutions and their programs have their eligibility for government student financial assistance revoked. An educational institution or program is recommended for de-designation if it has ceased to meet designation requirements.

SECTION 8: DUAL CREDIT PROGRAMS

Dual Credit Program Criteria Requirements for all Institution Types:

- Full-time: A student taking dual credits at an adult learning centre or a high school in Manitoba, may qualify for full-time loans or other awards from Manitoba Student Aid. To qualify for full-time loans, a student must be taking, for credit, 60 per cent of an approved course load from an approved post-secondary institution in Manitoba
- Part-time: To qualify for part-time loans or other awards, a student taking dual credits must be taking 20 per cent to 59 per cent of an approved course load from an approved post-secondary institution in Manitoba
- Students must meet all the additional eligibility criteria that apply to any other student applying for student loans or other awards
- The program is designed so that the secondary and post-secondary parts of the program are separate and distinct
- The eligibility requirements pertaining to students (grade 12 graduates and mature students) must be posted by the educational institutions for the public
- A formal credential (degree, diploma or certificate) will be issued to students by the institution

Note: Manitoba Student Aid Program

Manitoba Student Aid's definition of a mature student for dual credit programs is as follows:

- The student must be age 19 before the start of classes. There is no requirement for length of time the student needs to be out of high school

SECTION 9: ALLOWABLE DISCRETION

During institution or program designation reviews, Manitoba has discretion to allow for flexibility when applying designation requirements. This is to allow for situations that are unique to a particular group of educational institutions and that affect a small percentage of institutions.

SECTION 10: STATUTORY HOLIDAYS/ PROFESSIONAL DEVELOPMENT BREAKS

Post-secondary institutions cannot offer breaks longer than two consecutive weeks during an offering. Eligible programs cannot contain professional development days as part of the offering of the program.

SECTION 11: APPEAL OF DECISION NOT TO DESIGNATE

An educational institution, or student, may appeal the decision not to designate either the educational institution or the program by submitting a request in writing (to appeal the decision) to the manager of the Designation Office.