



**North West
College**

INTERNATIONAL Student Manual 2023-24



North West College

Campus Locations

Meadow Lake, SK

North Battleford, SK

northwestcollege.ca

President's Message



Welcome!

I want to commend you on choosing North West College. You are joining a community committed to excellence in education offering innovative teaching in an environment welcoming to all. When you complete your program with NWC you will have the skills to be a leader in your field and the confidence to take on any challenge.

Know that the staff and faculty of North West College are here for you. They will help ease your transition to Canadian post-secondary and all that comes with moving to a new country. On behalf of the students and staff of North West College, thank you for enriching our community by choosing to study with us.

Have a great year,

Eli Ahlquist
President & CEO
North West College

Education is the new buffalo

Historically for the First Nation people, the buffalo gave them food, clothing and shelter, and now we need to look to education to give us those things.



Geographic Area

North West College is one of the largest regional colleges in Saskatchewan. Spanning over 44,000sq km, housing 1/3 of Saskatchewan's First Nation communities.



Student Population

Serving approximately 2500 students annually.
*2021-22 stats.

Welcome to North West College

North West College (NWC) welcomes you to our institution and our campuses in North Battleford and Meadow Lake. Your decision to attend our college will be a rewarding experience for you. The staff, management and students make up a family and community that will assist you in achieving your goals.

We strive to provide you with information to make your move and settlement into our college and city a smooth and enjoyable one. This manual will provide you with information and we encourage you to speak to the great team of employees who are willing to assist you in whatever area you need.

Please refer to the North West College website at www.northwestcollege.ca for any additional information.

North West College is a Public Institution and an approved Designated Learning Institution for international students in the Province of Saskatchewan and with the Government of Canada. DLI# 0265527598312. Our international programs are Post Graduate Work Permit eligible (PGWP).

Overview

North West College operates campuses in two main communities as well as 23 other municipalities and First Nations communities. Through partnerships with other post-secondary institutions, we deliver a wide variety of career, vocational, and academic programming to meet the educational, economic and labour force demands of North West Saskatchewan.

Our two main campuses are located in North Battleford and Meadow Lake. Both are small cities with a population of 18,236 and 5,322 respectively. North West College offers university programs from the University of Regina and the University of Saskatchewan, as well as an array of educational programs and services to adult learners including certificate and diploma programs.



What to Expect

The academic experience at North West College is focused on student-centered supports for success, academic integrity and excellence. NWC employs a team of people in our Student Services department who are qualified and knowledgeable in a wide range of services.

Another great resource for international students is the staff at the Battlefords Immigration Resource Centre (BIRC). The following link provides contacts for newcomers and immigrants to assist in finding the information, resources, services and people they need to make their move to Saskatchewan successful.

People who work at BIRC are there to provide a wide range of services to assist newcomers and immigrants settle into their new homes.

The staff at BIRC can be reached via email at immigration2@accesscomm.ca or their website at www.battlefordsimmigration.ca. They can also be contacted through Facebook at Battleford's Immigration Resource Centre.

Calendar of Events

The calendar of events can be found on the NWC website at <https://northwestcollege.ca/events.html>

Contact Information

During the year it is important that we are able to keep in touch with you. Please inform us of any changes in your current mailing address, telephone number or email address. All mail such as notices and transcripts will be sent to you via your address on file.

For this reason, you must make sure that your address is current and correct. Please contact our registrar's office at 306-937-5105 in North Battleford or by email at registrar@northwestcollege.ca to update your information.



Moving to Saskatchewan

You made a decision that will affect you for the rest of your life. Saskatchewan is a beautiful place to live. While you are in Saskatchewan there are a great many things to do and see. In North Battleford we have the Western Development Museum that is full of historical information about the settlement of the prairies and the farming communities. As you travel around the rural areas of our region you will see hundreds of kilometers of grain fields that provide nourishment to our own community as well as communities around the world.

Many of the First Nations communities hold pow-wows that showcase their culture through dance, food and crafts. This is an experience you will want to take in while you are here.

Climate

Saskatchewan has a very diverse climate. We experience all four seasons to the fullest.



Spring

Spring is from late March to late June. During this season we see the rebirth of our communities. Plants begin to sprout and trees turn green. Animals begin to prepare for their new families and birds hatch their young. This is a season for outdoor sports like fishing, boating, baseball etc. The temperature ranges from about 0°C at night to about 15°C during the day.



Summer

Summer is our warmest season from late June to late September. We generally experience a temperature from 19°C at night to 25°C during the day. However, it also happens that we have extreme highs of up to 30° or even 40°C. Summer is a time when many people get out to one of the many lakes that our region is so proud of. There are many beautiful campgrounds to choose from and many beaches to visit when you want to swim or participate in water sports.



Fall

Fall is a beautiful season from late September to late December. There is a wide range of temperatures during that period. In September and October, the weather is usually about 10°C at night and can range up to about 15°C during the day. November and December can get quite a lot colder and we almost always see snow come during that season. Now the temperatures become very cold. At night the temperatures range as low as -20°C up to about -10°C.



Winter

Winter months are from late December to late March. This is when the temperatures are hard to predict. Daytime temperatures range from -5°C to -20°C. Night time temperatures range from -15°C to -26°C. At least once during the winter we have what is called a 'cold snap' where the temperatures are between -30°C to -40°. Thankfully, these extreme temperatures only last for a few days. The winter months are when we experience the most snowfall. The snowfall is generally welcomed in Saskatchewan for two reasons. The amount of snowfall will determine how wet the ground will be for the farmers' crops to grow in the spring. The other reason is snow provides the opportunity for many outdoor activities. These include skiing, tobogganing, sledding, skating, hockey etc. In the fall and winter, you will need a warm jacket, scarf, mitts and warm boots. If you dress properly for the weather every season is fun and enjoyable.

International Programs

One intake per year calendar year, in September.

Battlefords Campus

North Battleford, Saskatchewan

| Program | Length | Application Fee | Deposit | Tuition, Books, Health Insurance & Fees |
|---------------------------------------|---------|-----------------|---------|---|
| Business Management Diploma | 2 years | \$140 | \$8,750 | \$17,500/year |
| Business Management Certificate | 1 year | \$140 | \$8,750 | \$17,500 |
| Continuing Care Assistant Certificate | 1 year | \$140 | \$8,750 | \$17,500 |
| Early Childhood Education Certificate | 1 year | \$140 | \$7,500 | \$15,000 |
| Early Childhood Education Diploma | 2 years | \$140 | \$7,500 | \$15,000/year |

Meadow Lake Campus

Meadow Lake, Saskatchewan

| | | | | |
|---------------------------------------|--------|-------|---------|----------|
| Continuing Care Assistant Certificate | 1 year | \$140 | \$8,750 | \$17,500 |
|---------------------------------------|--------|-------|---------|----------|

*North West College reserves the right to make any changes deemed necessary.

Application Process



Step 1

Complete the International Student application form.



Step 2

The application fee of \$150.00 CDN (non-refundable), payable to North West College. Please pay via Flywire if out-of-country.



Step 3

Official secondary and-or post-secondary transcripts from your home country or from Canada and results of any foreign credential recognition assessments you have completed in the past.



Step 4

A copy of your valid passport



Step 5

Proof of your English language proficiency if English is not your first language. (if required)



Step 6

Submit your application to international@saskcolleges.ca



Once your program entrance requirements have been met you will receive a Letter of Offer outlining your program and tuition details. You will be asked to pay a tuition deposit of 50% of your full tuition by the deadline date outlined to secure your seat.

Once your tuition deposit is received you will receive your Letter of Acceptance.

If you apply to a program that is already full, or have not met your program's prerequisites, a student advisor will contact you to discuss your options.

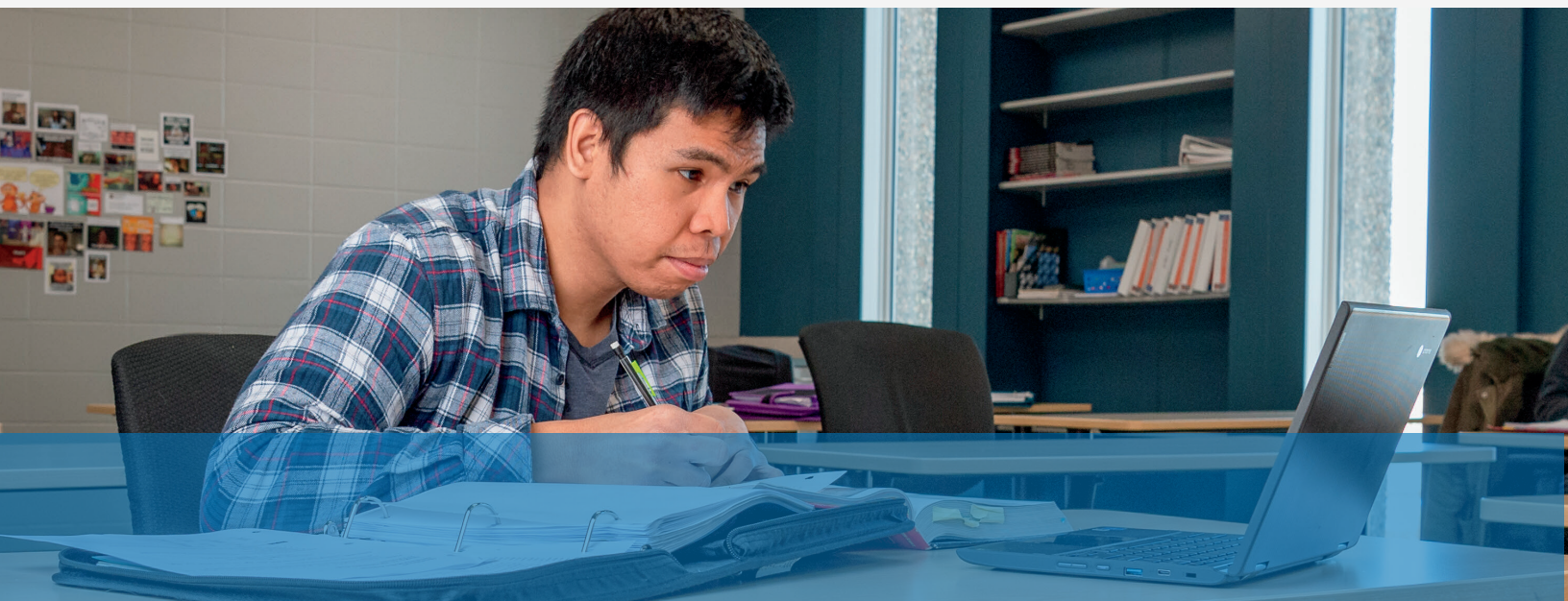
English Language Requirements

The language of instruction at NWC is English.

In addition to the academic admission requirements, all applicants for whom English is not their first language and are coming from countries where English is not an official language, must provide proof of language proficiency.

English Language Proficiency Requirement for each of our programs:

- IELTS-Academic, a score of 6.5 overall is required (no sub score less than 5.0).
- Duolingo, an overall minimum average of 105 is required.
- Test of English as a Foreign Language (TOEFL) – Internet-based An overall minimum score of 81 on the Internet-based Test of English as a Foreign Language (TOEFL iBT), with a minimum score of 19 in each of reading, listening, speaking and writing. The TOEFL iBT Home Edition is also accepted (utilizes students' equipment and a human proctor online).
- Test of English as a Foreign Language (TOEFL) – Paper-based. Minimum test score of 550 with a minimum TWE of 3.5 and a minimum TSE of 50.
- Canadian Academic English Language Assessment (CAEL CE and Online) Minimum score of 60 with a minimum score of 50 in each component. (CE and Online accepted).
- CanTEST—4.5 in reading and listening and 4.0 in writing and speaking
- Pearson Test of English Academic (PTEA) -A minimum score of 63 with minimum component scores of 50.



Exempt Countries

The following countries are exempt from the requirement to provide proof of English language proficiency.

- Anguilla
- Antigua and Barbuda
- Aruba
- Australia
- Bahamas
- Barbados
- Belize
- Bermuda
- Botswana
- British Honduras
- British Virgin Islands
- Brunei
- Canada (except Quebec)
- Cayman Islands
- Dominica
- England
- Falkland Islands
- Fiji
- Gambia
- Ghana
- Great Britain
- Grenada
- Guam
- Guyana
- Ireland
- Jamaica
- Kenya
- Lesotho
- Malawi
- Namibia
- New Zealand
- Nigeria
- Northern Ireland
- Panama Canal Zone
- Papua New Guinea
- Philippines*
- Puerto Rico
- Singapore
- South Africa
- St. Kitts and Nevis
- St. Lucia
- Scotland
- Sierra Leone
- Tanzania
- Trinidad and Tobago
- Turks and Caicos Islands
- Uganda
- United States of America
- US Virgin Islands
- Wales
- Zambia
- Zimbabwe

*Applicants from Philippines are exempt from the English Language (ELP) requirements only:

- With successful completion of at least two years of study at a recognized post-secondary school or institution where English is the primary language of instruction; submit an attestation from the school that English is the medium of instruction.



Represented by Agents

International students may decide to be represented by an agent. In this case, the student must indicate the agency on their application form. Prior to registration, agents are authorized by the applicant to make any decisions and declarations regarding the admission application and any applicable refunds. After registration, all authorization and decision-making moves to the student.

At the point of submitting an application for admission, the agent is agreeing that:

- the information is true and complete;
- the applicant has reviewed and verified the application information;
- they authorize the College to collect and store the applicant's personal information;
- they authorize the College to release and obtain information from Immigration, Refugees and Citizenship Canada related to the applicant's study permit/visa;
- the applicant has reviewed and understands the refund policy at NWC.

Study Permits

Before starting a program of study in Canada, students must receive a study permit from Immigration, Refugees and Citizenship Canada. More information is available at: Immigration, Refugees and Citizenship Canada at www.canada.ca.

Students must not allow their study permit to expire. The study permit, along with the passport, are the most important immigration documents. International students require a study permit for courses or programs of six months or more. Depending on the country of origin, most study permits will be issued for the duration of the student's program of study. In any case, students are to renew study permits at least 30 days before the current permit expires. Remember that allowing a study permit to expire is considered a violation of the Immigration Act.

There may be implications on your study permit if you were to withdraw from an institution. Please make sure to refer to the following websites for more information regarding study permits:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit.html>

<http://www.cic.gc.ca/english/helpcentre/questions-answers-by-topic.asp?st=15.2>

Visa

International students may also require a Co-op Work Permit that can be applied for at the same time as your Study Permit.

Work Permits

Students are required to stay current on citizenship and immigration rules regarding work permits. The following website will provide students with information regarding permits and eligibility towards working off-campus and for working after your program graduation.

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/work-off-campus.html>

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/after-graduation.html>

Some programs require students to do a work placement, clinical or practicum component within their curriculum. Some employers and host agencies may require a criminal record check and vulnerable sector check from a recognized police service before they can start their clinical or work placement. For students who register in a program with a clinical or work placement component, it is their responsibility to ensure that they are eligible to participate. Students should also be aware that some professions and licensing boards also require a criminal record check provision to ensure suitability to practice in the profession.



Scholarship Opportunities

Entrance Scholarships - Application Based Scholarships (application required)

- All applicants must have submitted a scholarship application to North West College by October 1st. Scholarship applications can be found on the NWC website at northwestcollege.ca/funding.
- Application based entrance scholarships are presented to a full-time student (minimum 60% load) who is registered for their first time in a qualifying certificate, diploma or university program offered entirely through North West College. A student may only receive this award once. Each award description will list any additional eligibility requirements.
- Check the College website at northwestcollege.ca/funding for details on each scholarship.

Merit-Based Scholarships - Application not required

- 'Choose North West College' awards are presented to full-time students (60% course load) entering a North West College institute credit or university program.
- Students entering an institute credit program must have applied by August 1st to be eligible for Choose North West College awards.

Completion Scholarship

- Merit-based completion scholarships are presented to full-time students (60% course load) who have successfully completed a North West College post-secondary program for the first time. These scholarships are merit-based scholarships and do not require an application form. The College will consider students in all eligible programs of that academic year.
- All eligible students are automatically considered for the merit-based scholarships.



\$122,050
Awarded in
Scholarships
in the 2021-22
Academic Year



Tuition & Fee Payment

Students must pay the remainder of the tuition by the start of class or they may not be allowed to start the class. We do not offer the option of paying in installments.

If tuition is not paid within seven calendar days of the program start, the student may be required to discontinue from the program and Immigration, Refugees and Citizenship Canada will be notified.

International Payment Method

While abroad, international student payments are only accepted via Flywire. Upon arrival in Canada, any accepted Canadian payment method is available or via Flywire. Flywire is a secure, streamlined international payment solution. Flywire accepts flexible payment methods to meet International student needs while overseas. Flywire will accept payment and convert it into Canadian currency and send it to NWC.

Changing Educational Institutions

This is the student's responsibility. The student must notify Immigration, Refugees and Citizenship Canada when the student is transferring from one designated learning institution to another.

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/change-schools.html>

Withdrawal/Refund

Students who wish to withdraw from a program should discuss their decision and possible options with the program coordinator and the international student advisor.

In the event that a Student Visa is denied, a full refund of tuition fees paid will be issued less an administration fee of \$500.

It is the student's responsibility to inform Immigration, Refugees and Citizenship Canada immediately of their decision to withdraw. Non-refundable fees include application fees, student fees, and books. There may be additional fees depending on the date of withdrawal.

Students Rights & Responsibilities

Students' Rights

- Students have the right to access academic advising and other College services available to them.
- Students have the right to receive a course outline that details timelines, course outcomes, assignments, evaluation systems, due dates, classroom procedures, and attendance expectations.
- Students have the right to receive assessment feedback, their assignments, and examinations in a timely fashion.
- Students have a right to expect that their personal information and their official records will be managed consistently with the Freedom of Information and Protection of Privacy Act.
- Students have the right to learn in an environment that is safe, healthy, supportive and respectful of their needs as an adult student.

Student's Responsibilities

It is expected that students will conduct themselves in a mature and responsible manner. Students must be aware improper student behavior or conduct may result in disciplinary action by North West College.

The disciplinary action could lead to reprimand, suspension or dismissal from the student's program.

- Punctual and regular attendance is expected in all courses.
- Arrive on time for classes and to be fully engaged in the learning process.
- Be familiar with College policies and program practice as they pertain to assignments, attendance and course expectations.
- Be familiar with the material and contents contained within the course outline.
- Respect the instructor's right to determine course content, evaluation and instructional methodology.
- Respect the instructor's rights to set deadlines for assigned work and to establish penalties for failure to comply with deadlines.
- Write tests and final examinations at the times scheduled except in cases of illness or other circumstances approved by the instructor.
- Be aware of registration or withdrawal deadlines and the procedures that must be followed.

Academic Misconduct

The following six areas constitute the major types of academic misconduct and are subject to penalties. No fees are refunded if the student is dismissed from the College for academic misconduct.

Cheating

Cheating is the use of inappropriate, prohibited or unacknowledged materials, information or aids in any academic work. The use of notes, books, electronic technology (including but not limited to calculators, cell phones, tablets and voice or video recordings) and conversation with others is restricted or forbidden. Students may not request others to conduct research or perform any work for them.

Fabrication

Fabrication is the falsification or invention of any information or citation in an academic work or required program documentation such as clinical permits, criminal record checks, etc. Invented information may not be used in any academic work without the prior authorization of the instructor. The actual and original source of the information must be acknowledged in a citation.

Plagiarism

Plagiarism is the representation of words or ideas of another as one's own. To avoid plagiarism every source of information must be identified and properly documented according to an established writing convention determined by the instructor.

Facilitating Academic Misconduct

Students who knowingly or negligently allow their work or portions of their work to be used by other students or who otherwise aid others in committing academic misconduct are violating academic integrity. Such students are as guilty as a student who receives and uses the material or who is involved in the incident directly, even though they may not themselves benefit from the act of misconduct and are therefore subject to the same penalties.

Copyright Violation

Canada's Copyright Act states the legal and permissible use of copyright materials. Copying beyond the limits of the Act is a violation and liability for these actions will rest with the individual who made the illegal copy.

Nonacademic Misconduct

Misconduct is defined as unacceptable or improper behavior. Disrespectful behavior, dress, or conduct will be addressed on an individual basis. This includes, but is not limited to, harassment (verbal/physical), attendance, punctuality, substance abuse, inappropriate clothing, etc. Extreme consequences can include changes to their program status. North West College has zero tolerance for violence and harassment. These offences may result in immediate discontinuation from the program.

Attendance

NWC programs involve education and training to prepare students for employment or further study, and as such, there are expectations of attendance and punctuality for all students. Attendance requirements are set by the accrediting institution for each program. Students must keep in contact with instructors or the international student advisor when away from the classroom, and are responsible for all work that is missed. Absenteeism concerns may result in discontinuation from the program. It is important to remember there is a direct correlation between attendance and the level of success in academic programs.

Respect

We believe that people thrive when they feel safe and valued. We all have a part in creating a respectful community. You can help one another to be respectful and supportive of each other; work with staff to help you deal with social, personal or health issues that affect your academic performance or on-campus behavior; and know that there is zero tolerance for inappropriate comments, actions, or behaviors.

Classroom Environment

The learning environment and activities are controlled by the instructor and guided by mutual respect, common sense, courtesy and etiquette. The instructor has the right to require students to cease and desist in actions that are disruptive or that impede positive progress in the program. The instructor has the right to require anyone to leave the learning environment if positive progress is impeded by his or her actions or comments.

At North West College, you will be treated as an equal with all other students. Our commitment to our students is exemplified in all areas of the college through individual student attention and support, well-trained and caring instructors, celebration of student successes, learning and service options, and a safe, caring learning environment. Students are encouraged to ask questions and share their perspective and to actively participate.

Grading, Evaluation and Appeal Policies

North West College follows the grading and evaluation policies, appeal process and academic dishonesty policy of the accrediting institutions from which it brokers its programs.

Graduation

In order to qualify for graduation the learner must be admitted to the program and complete all of the identified program completion requirements as identified by the accrediting institution.



Students Services

NWC is dedicated to supporting individuals in their efforts to be successful learners. The Student Services team, along with a team of dedicated instructors and staff, work with students to determine and achieve their academic and career goals.

Academic Planning Services

- Assist students with their academic career and educational decisions.
- Provide students with information about educational options.

Academic Support Services

- Workshops and support in learning strategies and styles, note taking, study skills, exam writing, essay writing, time management and budgeting.
- Student advocacy support.

Disability Support Services

- Facilitate disability grant applications.
- Assist with accommodations and supports.

Career Planning Services

- Job search techniques.
- Resume and cover letter workshops and writing assistance.
- Interview skills and mock interviews.
- Employability skills.
- Self-assessments and goal setting.
- Workplace culture and diversity workshops.

Labour Market Services

- Identification of current job opportunities.
- Provide current and relevant job search information through workshops, one on one sessions, job boards and resource centers.
- Help prepare students beyond technical training so they can gain employment.



General Information

Banking Information - North Battleford

Bank of Montreal
1152 101st Street
306-445-2473

Innovation Credit Union
1202 102nd Street
306-446-7000

Scotia Bank
1102 101st Street
306-445-8125

CIBC
1262 101st Street
306-445-6122

RBC Royal Bank
1101 101st Street
306-937-5000

TD Canada Trust
1147 101st Street
306-445-7221

Banking Information - Meadow Lake

CIBC
202 Centre Street
306-236-4485

Innovation Credit Union
125 Centre Street
306-236-5619

RBC Royal Bank
130 Centre Street
306-236-5623

Income Tax

Students should submit an income tax return to the Canada Revenue Agency once per year in order to claim a tuition credit. Income tax claims need to be filed annually by April 30th. Depending on the amount earned, international students who work on or off campus may be required to complete an income tax return. For further information, call the Canada Revenue Agency toll free at 1-800-959-8281 or visit www.cra-arc.gc.ca

Driver's Licence

For information regarding the specifics of driving in Saskatchewan or how to acquire a Saskatchewan Driver's Licence, please refer to this link: www.sgi.sk.ca/licensing

Mental Health and Addiction Services

Mental Health provides services for individuals, couples and families dealing with depression, grief, anger, suicidal behavior, trauma, addictions, relationships, medical issues, adjusting to new circumstances and self-awareness.

The health care insurance you have with the college includes the I.M. Well program offered by StudentVIP. I.M. Well is health care for our students that contains Drug coverage, Extended Health Coverage, Vision coverage, Dental coverage, Travel coverage and Accident Coverage.

https://www.studentvip.ca/frmpage.aspx?school_page_id=7cf1d784-47fe-4cab-a329-5642e3c088a4

Churches and Other Places of Worship

Students in Meadow Lake as well as North Battleford looking for a place to worship can contact Battlefords Immigration Resource Center at 306-446-0622.

Childcare

North Battleford and Meadow Lake have day care centres. The College's Student Services staff can provide a updated list of day care centres in our areas.

Health Care Card

All residents of Saskatchewan receive hospital and medical insurance. The Health plan pays for most doctor's fees and hospital bills. Prescription drugs are not covered by the Health plan. International students who come directly from another country are eligible to receive coverage in Saskatchewan from the day they arrive as long as they apply to Saskatchewan Health.

Please apply online at <https://www.ehealthsask.ca/Pages/default.aspx>.

You must include three pieces of identification including your study permit, your support of identity (passport), and proof of your Saskatchewan residency (a valid document that displays your name and current home address and confirms that your primary place of residence is Saskatchewan). You will also need to include a form signed by the Registrar that confirms your enrollment at North West College. Once the application has been processed, the student will receive a health services card sent to the student's mailing address. This card must be presented when going to a clinic or hospital for treatment.

*International students pay for a mandatory Health Care Insurance fee and receive extended Health Care benefits.

Housing Accommodations

There are numerous agencies that list rental accommodations. Many people face challenges when it comes to basic housing and health living. Tenants are looking for affordable, healthy and safe living conditions. Landlords are looking for responsible tenants who will:

- Pay the rent on time;
- Take care of the property and grounds they are renting; and
- Obey the rules and regulations regarding noise, acceptable behavior, and other healthy lifestyle habits such as not using illegal substances on the property.

Meadow Lake has a student residence that has individual units, family units and shared accommodations. For more information visit our website:
northwestcollege.ca/current_students/residences.html

Residence Application



**North West
College**

North West College

FOR MORE INFO CONTACT

North West College
10702 Diefenbaker Drive
North Battleford, SK S9A 4A8
Phone: 306-937-5100
international@saskcolleges.ca

northwestcollege.ca