

MINISTRY OF ADVANCED EDUCATION MEETING NOTE

PREPARED FOR: Honourable Naomi Yamamoto, Minister of Advanced Education
Ian Rongve, Assistant Deputy Minister of Advanced Education
Tony Loughran, Executive Director, Governance and Quality Assurance
Debbie Azaransky, Executive Director, Lower Mainland Region

DATE AND TIME OF MEETING: Friday May 11, 2012, 9:30 AM - 3:00 PM

ATTENDEES: Honourable Naomi Yamamoto, Minister of Advanced Education
Ian Rongve, Assistant Deputy Minister of Advanced Education
Tony Loughran, Executive Director, Governance and Quality Assurance
Debbie Azaransky, Executive Director, Lower Mainland Region
Rob Fleming, Executive Director, BC Council on Admissions and Transfer
Randal Martin, Executive Director, BC Council for International Education
Representatives from:

Alexander College	Art Institute of Vancouver
Columbia College	Coquitlam College ¹
Corpus Christi College	Fairleigh Dickinson University
Fraser International College	Quest University
Sprott Shaw Degree College	Trinity Western University
University of Canada West	

PURPOSE:

A majority of the private degree-granting institutions in BC determined it would be beneficial to meet as a group to discuss areas of common interest. There are specific issues affecting these institutions, which could be better addressed with a more consolidated voice or position and may also serve as an efficient and effective means to provide feedback to government on initiatives and changes.

BACKGROUND:

British Columbia has an integrated public and private post-secondary education system. Private institutions are not directly funded by the government; however, degree-granting institutions are subject to government legislative and regulatory frameworks to protect the interests of students and are eligible to be designated for provincial and federal student financial aid programs.

Under the *Degree Authorization Act* (DAA), private institutions can grant degrees and use the word “university” in BC through consent from the Minister following a quality assessment process conducted by the Degree Quality Assessment Board. The Board also monitors the ongoing performance of these institutions and makes recommendations to the Minister as necessary regarding their performance. The Ministry monitors compliance with regulatory requirements.

Currently 17 institutions have consent under the DAA, 10 of which are participating in this meeting (see Attachment 1 for the full list of institutions and Attachment 2 for the Institutional Profiles for each attendee). The remaining seven institutions only offer graduate level programming and are not involved in undergraduate articulation through the BC Council on Admissions and Transfer. As such, they have not been invited to participate in this initial meeting.

¹ Coquitlam College is not regulated by any quality assurance body. There are no legislative or regulatory requirements in BC for private institutions that offer academic programs, as long as they do not grant degrees (as regulated by the DAA) and do not offer career training programs (as regulated by the PCTI Act). However, Coquitlam College is a long-standing member of BCCAT and has transfer agreements with most BC public and other private institutions in BC so it has been invited to attend this meeting.

Pages 2 through 4 redacted for the following reasons:

s.13

INSTITUTIONAL PROFILE

FRASER INTERNATIONAL COLLEGE

2012/13

OVERVIEW

Navitas CEO and Managing Director Rod Jones

BC College Director and Principal Bev Hudson

Enrolment: 2010/2011 s.21

Campus Location(s) Simon Fraser University, Discovery Park, MTF Building
100-8900 Nelson Way
Burnaby, BC V5A 4W9

General

Fraser International College (FIC) is a private institution owned by its parent company, Navitas Limited and located on the Simon Fraser University (SFU) campus in Burnaby. Established in Australia in 1994, Navitas now operates a network of “university pathway” colleges internationally.

In 2006, the College entered into a contractual agreement with SFU to offer first and second year university transfer courses to international students who do not meet the academic requirements for direct entry to SFU. Although FIC was not required to receive authority under the Degree Authorization Act, FIC voluntarily went through the process in 2010. FIC has Education Quality Assurance (EQA) designation.

Ownership/Governance

The FIC College Director and Principal reports to the Executive General Manager of University Programs for Navitas Ltd. The head office is responsible for institutional oversight while the College Director and Principal are delegated the operations of FIC.

FIC’s curriculum, teaching and academic and student support systems and policies are supervised by SFU faculty and appropriate administrators and are subjected to on-going quality assurance mechanisms driven by the university. Once a year the Academic Advisory Committee reports to SFU senate on FIC’s activity.

Consents Held

Type	Expiry Date
Associate of Arts	May 28, 2015

Tuition Fees: 2010/2011

Program Type	Canadian Students	International Students
Undergraduate Tuition	\$640 per credit hour	\$640 per credit hour

**INSTITUTIONAL PROFILE
FRASER INTERNATIONAL COLLEGE
2012/13**

Accountability Measures under the DAA

The College does not have any special terms and conditions attached to its consent at this time. The College has provided the required financial security to protect the interests of students in the event that the institution cannot complete the delivery of its degree program.

In the most recent Annual Performance Report, the College was encouraged to send FIC faculty to attend appropriate articulation committee meetings through BCCAT along with their SFU colleagues since issues discussed at these meetings go well beyond just articulation and transfer.

s.13

Updated: May 1, 2012
Contact: Governance and Quality Assurance Branch

**MINISTRY OF ADVANCED EDUCATION
DECISION NOTE**

PREPARED FOR: Honourable Naomi Yamamoto
Minister of Advanced Education

ISSUE: Fraser International College – Location Change

BACKGROUND:

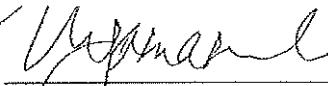
The *Degree Authorization Act* requires private and out-of-province public institutions undergo a quality assessment process and meet the established criteria before the institution can receive consent from the Minister to offer, advertise or grant degrees in British Columbia.

In 2006, Fraser International College entered into a contractual agreement with Simon Fraser University (SFU) to offer first and second year university transfer courses to international students who do not meet the academic requirements for direct entry to SFU. Although Fraser International College was not required to receive authority under the *Degree Authorization Act*, it voluntarily went through the Degree Quality Assessment Board's (the Board) quality assessment process for both the organization and the degree program in 2010 and was granted consent to offer an Associate of Arts degree. Fraser International College also has Education Quality Assurance designation.

Under the *Standard Terms and Conditions of Consent* (see Attachment 1), an institution must inform the Minister before implementation of any material change in circumstance or of substantive changes which may change the scope of consent such as a change in campus location. Under the terms and conditions, consent is site-specific for delivery of degrees. On June 19, 2012, Fraser International College notified the Ministry of a proposed change in location to a new building on the SFU campus in Burnaby (see Attachment 2).

DISCUSSION:

Approved / Not Approved


Honourable Naomi Yamamoto

Date: August 16/12

Attachments: 1. Terms and Conditions of Consent
2. Letter from Fraser International College
3. Letter from Degree Quality Assessment Board

Prepared by:	Vicki Simmons, Policy Analyst	Reviewed by:	
	Governance and Quality Assurance	Director	
Phone #:	356-2067	Executive Director	
		Assistant Deputy Minister	
		Deputy Minister	

2 of 2



DEGREE QUALITY ASSESSMENT BOARD

July 31, 2012

File#: 60120-20/FIC

Ms. Beverly Hudson
College Director and Principal
Fraser International College
Discovery Park Suite 100, 8900 Nelson Way
Burnaby BC V5A 4W9

Dear Ms. Hudson:

My purpose in writing is to share with you the outcome of the Degree Quality Assessment Board (the Board) meeting held on July 16, 2012.

At its meeting, the Board considered Fraser International College's proposed location change. The Board will be recommending the Minister grant a change of consent for Fraser International College to relocate its campus to 8999 Nelson Way with the understanding that students, faculty and staff will have equivalent access to and availability of resources of those that were available at the current location and the College will provide assistance and support for students and faculty with respect to any issues that may arise with moving to the new location.

If you have questions regarding this letter or the degree quality assessment process, please do not hesitate to contact the Secretariat at DQABsecretariat@gov.bc.ca.

The Board would like to wish you continued success.

Sincerely,

Dr. Nicholas Rubidge
Chair

pc: Ms. Christa Ovenell, Academic Director
Fraser International College



Our Ref: 91320
File#: 60120-20/FIC
60100-30/FIC/0809FIC0001

AUG 22 2012

Ms. Beverly Hudson
College Director and Principal
Fraser International College
Discovery Park Suite 100, 8900 Nelson Way
Burnaby BC V5A 4W9

Dear Ms. Hudson:

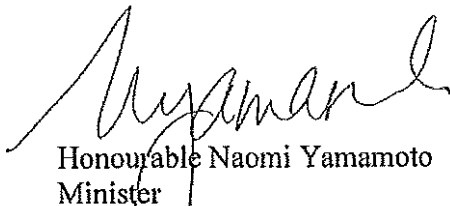
This letter is to acknowledge that Fraser International College has requested a change of location for its consent under the *Degree Authorization Act*.

As you know, the *Standard Terms and Conditions of Consent* require that the consent holder inform the Minister before implementation of any material change in circumstance or of substantive changes which may change the scope of consent. The Degree Quality Assessment Board has reviewed this request and has recommended a change in consent for Fraser International College to change its campus location.

As such, consent has been amended accordingly and Fraser International College is permitted to offer the Associate of Arts degree under the *Degree Authorization Act* at its new location at 8999 Nelson Way in Burnaby British Columbia. The terms and conditions of consent continue to apply.

Please continue to keep the Ministry informed of any changes at Fraser International College. I wish you continued success at your new campus location.

Sincerely,



Honourable Naomi Yamamoto
Minister

pc: Ms. Christa Ovenell, Academic Director
Fraser International College

Degree Quality Assessment Board

**MINISTRY OF ADVANCED EDUCATION,
INNOVATION AND TECHNOLOGY AND
MINISTER RESPONSIBLE FOR MULTICULTURALISM
BRIEFING NOTE**

PREPARED FOR: Honourable John Yap
Minister of Advanced Education, Innovation and Technology
and Minister Responsible for Multiculturalism

ISSUE: Summary of the October 12, 2012 Meeting of British Columbia's Private
Post-Secondary Colleges, Institutes and Universities

BACKGROUND:

The Minister was invited to attend the October 12, 2012 meeting of British Columbia's Private Post-Secondary Colleges, Institutes and Universities. Ministry staff recommended regrets be sent until the Minister was briefed on the issue.

Currently 17 private and non-British Columbia public institutions have consent under the *Degree Authorization Act* (DAA) to grant degrees and use the word "university" in British Columbia (see Attachment 1 for the full list of institutions). All institutions offering undergraduate degrees have been invited to participate in this group. The remaining seven institutions only offer graduate level programming and are not involved in undergraduate articulation through the British Columbia Council on Admissions and Transfer and have not been included in this group to date. Coquitlam College¹ has been invited to participate in these meetings although it does not currently have authority under the DAA.

This group has formed as a grass-roots initiative within the sector to better address specific issues that affect these institutions with a more consolidated voice. These meetings are to be held twice a year with key Ministry representatives invited to attend.

Ministry staff attended the initial meeting of this group in May 2012. Minister Yamamoto, then Minister of Advanced Education, attended briefly at the beginning of this meeting to express her support for the initiative.

DISCUSSION:

s.13

Attachments: 1. Institutions with Consent under the *Degree Authorization Act*
2. October 12, 2012 Meeting Agenda

Prepared by: Vicki Simmons, Policy Analyst **Reviewed by:**
Governance and Quality Assurance Director

Phone #: 356-2067

Executive Director
Assistant Deputy Minister
Deputy Minister

A handwritten signature in black ink, appearing to be 'JL' followed by a large, stylized '8'.



DEGREE QUALITY ASSESSMENT BOARD

February 14, 2012

File: 60100-30/FIC/MONI

Ms. Beverly Hudson
College Director and Principal
Fraser International College
Discovery Park Suite 100, 8900 Nelson Way
Burnaby BC V5A 4W9

Dear Ms. Hudson:

My purpose in writing is to share with you the outcome of the Degree Quality Assessment Board (the Board) meeting held on January 16, 2012. The Board reviewed Fraser International College's Annual Performance Report prepared by the Ministry of Advanced Education and the Degree Quality Assessment Board Secretariat on the 2010/2011 annual reporting cycle to determine whether any further information or follow-up would be required.

The Board was satisfied with the report and the College's response and determined that no further information or follow-up is required at this time.

If you have questions regarding this letter or the quality assessment process, please do not hesitate to contact the Secretariat at DQABsecretariat@gov.bc.ca

The Board looks forward to seeing the College's next Annual Report in July 2012.

Sincerely,

Dr. Nicholas Rubidge
Chair

pc: Ms. Christa Ovenell, Academic Director
Fraser International College

Mr. Tony Loughran, Executive Director
Quality Assurance and Sector Labour Relations Branch
Ministry of Advanced Education

Degree Quality Assessment Board
PO Box 9883 Stn Prov Govt
Victoria BC V8W 9T6

Telephone: (250) 387-5406
Facsimile: (250) 356-8851

From: William Ko
To: Simmons, Vicki AEIT:EX;
cc: Rogers, Dorothy AEIT:EX;
Subject: RE: Letter of Credit
Date: Tuesday, June 4, 2013 8:43:36 AM

Thank you.

Regards,

William

From: Simmons, Vicki AEIT:EX [mailto:Vicki.Simmons@gov.bc.ca]
Sent: Tuesday, 4 June 2013 8:39 AM
To: William Ko
Cc: Rogers, Dorothy AEIT:EX
Subject: RE: Letter of Credit

Dear Mr. Ko,

Attached is the policy for financial security. Although there is no standard template for a Letter of Credit, the requirements under item 5 must be included.

Sincerely,
Vicki Simmons

Vicki Simmons
Senior Policy Analyst
Governance and Quality Assurance Branch
BC Ministry of Advanced Education, Innovation and Technology

3rd Floor, 835 Humboldt St
PO Box 9883 Stn Prov Govt
Victoria BC V8W 9T6
(T) 250-356-2067 | (F) 250-387-3750 | (E) vicki.simmons@gov.bc.ca

From: William Ko [mailto:william.ko@navitas.com]
Sent: Monday, June 3, 2013 4:52 PM
To: Simmons, Vicki AEIT:EX; William Ko

Cc: Rogers, Dorothy AEIT:EX
Subject: RE: Letter of Credit

Hi Vicki,

Further to my email from last year, would you be able to provide me with the Letter of Credit format that is required for the Ministry again as we will be changing to Citibank to provide the guarantee.

Regards,

William Ko
Business and Finance Director



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P: +1 778 782 5760
F: +1 778 782 5101
W: www.fraseric.ca
E: william.ko@navitas.com

A Member of Navitas Limited.

From: Simmons, Vicki AVED:EX [<mailto:Vicki.Simmons@gov.bc.ca>]
Sent: Monday, 24 September 2012 10:11 AM
To: William Ko
Cc: Rogers, Dorothy AVED:EX
Subject: RE: Letter of Credit

Hi William,

This definition is in keeping with the Canada Bank Act (<http://laws-lois.justice.gc.ca/eng/acts/B-1.01/>). Citibank Canada is listed as a recognized institution in Schedule II.

Thanks,
Vicki

Vicki Simmons

**Governance and Quality Assurance Branch
BC Ministry of Advanced Education, Innovation and Technology
and Minister Responsible for Multiculturalism**

3rd Floor, 835 Humboldt St

PO Box 9177 Stn Prov Govt

Victoria BC V8W 9H8

(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: William Ko [<mailto:william.ko@navitas.com>]

Sent: Fri, September 21, 2012 10:06 AM

To: Simmons, Vicki AVED:EX

Subject: RE: Letter of Credit

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I want to get some clarification moving forward regarding the bond. FIC is always working on getting better rates for our financial instruments on an ongoing basis.

Under the Financial Security requirements, the requirements for irrevocable letters of credits states that it must be issued by a Canadian Financial Institution.

My questions would be whether you take something from Citibank Canada giving it is parent is a US Bank.

Thank you for your assistance.

Regards,

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From: Simmons, Vicki AVED:EX [<mailto:Vicki.Simmons@gov.bc.ca>]
Sent: Thursday, 30 August 2012 12:06 PM
To: Simmons, Vicki AVED:EX; William Ko
Cc: Bev Hudson; Christa Ovenell
Subject: RE: Letter of Credit

This is to confirm that I received the original bond today.

Thank you for following up.

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(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: Simmons, Vicki AVED:EX
Sent: Wednesday, August 29, 2012 11:41 AM
To: 'William Ko'
Cc: 'Bev Hudson'; 'Christa Ovenell'
Subject: RE: Letter of Credit

Thank you. Please ensure that it is directed to my attention so it does not get delayed in routing once received in the Ministry.

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Thank you. We will need the original copy of the LOC as soon as possible.

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Attached is what should have been sent to the Ministry regarding the increase in the bond.

If you have any further questions, please let me know.

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Date: Tuesday, June 4, 2013 8:39:00 AM
Attachments: Financial Security Requirements - policy.pdf

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Vicki Simmons
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and Minister Responsible for Multiculturalism

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E: william.ko@navitas.com

A Member of Navitas Limited.

From: Simmons, Vicki AVED:EX [<mailto:Vicki.Simmons@gov.bc.ca>]
Sent: Thursday, 30 August 2012 12:06 PM
To: Simmons, Vicki AVED:EX; William Ko
Cc: Bev Hudson; Christa Ovenell
Subject: RE: Letter of Credit

This is to confirm that I received the original bond today.

Thank you for following up.

Vicki Simmons
Governance and Quality Assurance Branch
BC Ministry of Advanced Education
3rd Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: Simmons, Vicki AVED:EX
Sent: Wednesday, August 29, 2012 11:41 AM
To: 'William Ko'
Cc: 'Bev Hudson'; 'Christa Ovenell'
Subject: RE: Letter of Credit

Thank you. Please ensure that it is directed to my attention so it does not get delayed in routing once received in the Ministry.

Vicki Simmons

Governance and Quality Assurance Branch
BC Ministry of Advanced Education
3rd Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: William Ko [<mailto:william.ko@navitas.com>]

Sent: Wednesday, August 29, 2012 11:36 AM

To: Simmons, Vicki AVED:EX

Cc: Bev Hudson; Christa Ovenell

Subject: RE: Letter of Credit

Hi Vicki,

I have instructed RBC to resend an original to you. If you do not get it please let me know.

Regards,

William

From: Simmons, Vicki AVED:EX [<mailto:Vicki.Simmons@gov.bc.ca>]

Sent: Wednesday, 29 August 2012 11:21 AM

To: William Ko

Cc: Bev Hudson; Christa Ovenell

Subject: RE: Letter of Credit

Thank you. We will need the original copy of the LOC as soon as possible.

Vicki Simmons

Governance and Quality Assurance Branch

BC Ministry of Advanced Education

3rd Floor, 835 Humboldt St

PO Box 9177 Stn Prov Govt

Victoria BC V8W 9H8

(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: William Ko [<mailto:william.ko@navitas.com>]

Sent: Wednesday, August 29, 2012 11:19 AM

To: Simmons, Vicki AVED:EX
Cc: Bev Hudson; Christa Ovenell
Subject: FW: Letter of Credit

Hi Vicki,

Attached is what should have been sent to the Ministry regarding the increase in the bond.

If you have any further questions, please let me know.

Regards,

William Ko
Business and Finance Director



Fraser International College (FIC)

Simon Fraser University
8999 Nelson Way
Burnaby, BC
Canada V5A 4B5

P: +1 778 782 5760
F: +1 778 782 5101
W: www.fraseric.ca
E: william.ko@navitas.com

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From: AEIT Degree Quality Assessment Board Secretariat AEIT:EX
To: "Bev Hudson"; "Christa Ovenell";
Subject: Annual Reporting Requirements - Fraser International College
Date: Wednesday, April 17, 2013 8:34:00 AM
Attachments: Annual Reporting Letter 2013 - FIC.pdf
Annual Reporting Template 2013.doc
Financial Security Calculation Spreadsheet 2013-14.xls

Hi Ms. Hudson,

Please see the attached letter and attachments regarding the Annual Reporting Requirements for July.

As you know, Annual Performance Meetings may be undertaken by representatives of the Ministry and Board secretariat. Institutions will be subject to an annual performance meeting if, for the preceding 12 months:

- the institution had outstanding *Special Terms and Conditions of Consent*;
- concerns had been raised about the institution and/or its degree programs that directly relate to the established quality assessment criteria or the *Standard Terms and Conditions of Consent*; and
- substantive or material changes were made in the institution and/or its degree program offerings. The Board determines what constitutes a substantive or material change. These may include, but are not limited to:
 - Ministerial consent for a new degree program;
 - ownership change;
 - location change;
 - additional branch campus;

- material change in learning outcomes;
- changes in key administrative or academic leaders;
- minimum qualifications of faculty or substantive changes to faculty complement;
- collaborative arrangements with other institutions;
- change in degree nomenclature;
- change in governance structure, policymaking or administrative authority;
- termination or suspension of programs that have consent.

Once we receive your Annual Report in July, we will be in contact with you regarding the Annual Performance Meeting.

Sincerely,

Vicki Simmons

Vicki Simmons
Senior Policy Analyst

Governance and Quality Assurance Branch

BC Ministry of Advanced Education, Innovation and Technology

3rd Floor, 835 Humboldt St
PO Box 9883 Stn Prov Govt
Victoria BC V8W 9T6
(T) 250-356-2067 | (F) 250-387-3750 | (E) vicki.simmons@gov.bc.ca

From: Simmons, Vicki AEIT:EX
To: "William Ko";
cc: Rogers, Dorothy AEIT:EX;
Subject: RE: Letter of Credit
Date: Monday, October 29, 2012 7:47:00 AM

Thank you very much.

Vicki Simmons
Governance and Quality Assurance Branch
BC Ministry of Advanced Education, Innovation and Technology
and Minister Responsible for Multiculturalism

3rd Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: William Ko [<mailto:william.ko@navitas.com>]
Sent: Friday, October 26, 2012 2:27 PM
To: Simmons, Vicki AEIT:EX
Cc: Rogers, Dorothy AEIT:EX
Subject: RE: Letter of Credit

Hi Vicki,

Attached is the latest Annual report from our parent company for your files.

Regards,

William Ko
Business and Finance Director



Fraser International College (FIC)
Simon Fraser University
8999 Nelson Way
Burnaby, BC
Canada V5A 4B5

P: +1 778 782 5760
F: +1 778 782 5101
W: www.fraseric.ca

E: william.ko@navitas.com

A Member of Navitas Limited.

From: Simmons, Vicki AVED:EX [<mailto:Vicki.Simmons@gov.bc.ca>]

Sent: Monday, 24 September 2012 10:11 AM

To: William Ko

Cc: Rogers, Dorothy AVED:EX

Subject: RE: Letter of Credit

Hi William,

This definition is in keeping with the Canada Bank Act (<http://laws-lois.justice.gc.ca/eng/acts/B-1.01/>). Citibank Canada is listed as a recognized institution in Schedule II.

Thanks,
Vicki

Vicki Simmons

Governance and Quality Assurance Branch

BC Ministry of Advanced Education, Innovation and Technology
and Minister Responsible for Multiculturalism

3rd Floor, 835 Humboldt St

PO Box 9177 Stn Prov Govt

Victoria BC V8W 9H8

(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: William Ko [<mailto:william.ko@navitas.com>]

Sent: Fri, September 21, 2012 10:06 AM

To: Simmons, Vicki AVED:EX

Subject: RE: Letter of Credit

Hi Vicki,

I want to get some clarification moving forward regarding the bond. FIC is always working on getting better rates for our financial instruments on an ongoing basis.

Under the Financial Security requirements, the requirements for irrevocable letters of credits states that it must be issued by a Canadian Financial Institution.

My questions would be whether you take something from Citibank Canada giving it is parent is a US Bank.

Thank you for your assistance.

Regards,

William Ko

Business and Finance Director



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E: william.ko@navitas.com

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Sent: Thursday, 30 August 2012 12:06 PM

To: Simmons, Vicki AVED:EX; William Ko

Cc: Bev Hudson; Christa Ovenell

Subject: RE: Letter of Credit

This is to confirm that I received the original bond today.

Thank you for following up.

Vicki Simmons

Governance and Quality Assurance Branch

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From: William Ko [<mailto:william.ko@navitas.com>]
Sent: Wednesday, August 29, 2012 11:36 AM
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Subject: RE: Letter of Credit

Hi Vicki,

I have instructed RBC to resend an original to you. If you do not get it please let me know.

Regards,

William

From: Simmons, Vicki AVED:EX [<mailto:Vicki.Simmons@gov.bc.ca>]
Sent: Wednesday, 29 August 2012 11:21 AM
To: William Ko

From: Rogers, Dorothy AVED:EX
To: Burns, Susan G AVED:EX;
cc: Simmons, Vicki AVED:EX;
Subject: FW: meeting request
Date: Wednesday, October 3, 2012 12:31:23 PM

Hi Susan,

Vicki and I are meeting with Fraser International College (on the campus of SFU) today (sorry! It snuck up on me!) The meeting is at 2pm if you wanted to attend with us.

The meeting is in 310 – let us know if you are available.

Dorothy

* * * * *

Dorothy Rogers
Director
Quality Assurance Unit, DQAB Secretariat
Governance and Quality Assurance Branch
Ministry of Advanced Education, Innovation and Technology

From: Simmons, Vicki AVED:EX
Sent: Wednesday, October 3, 2012 10:58 AM
To: Rogers, Dorothy AVED:EX
Subject: RE: meeting request

Here is their initial meeting request to update you on their “recent successes”.

Vicki Simmons
Governance and Quality Assurance Branch
BC Ministry of Advanced Education, Innovation and Technology
and Minister Responsible for Multiculturalism

3rd Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8

(T) 250-356-2067 | (F) 250-387-3750 | (E) vicki.simmons@gov.bc.ca

From: Rogers, Dorothy AVED:EX
Sent: Thursday, September 20, 2012 11:11 AM
To: Simmons, Vicki AVED:EX
Cc: Carnegie, Lynn AVED:EX
Subject: Fw: meeting request

Hi Vicki can you touch base with them and have Lynn or Julia set up the meeting for us

From: Christa Ovenell [<mailto:Christa.Ovenell@fraseric.ca>]
Sent: Thursday, September 20, 2012 10:50 AM
To: Rogers, Dorothy AVED:EX
Subject: meeting request

Dear Dorothy,

Bev Hudson and I were wondering if we could set up a meeting with you (in Victoria) at a convenient time for you? We'd like the chance to provide you with a brief update and spend a bit of time discussing some of our recent successes. Bev is traveling a fair bit and I imagine you are as well but perhaps early fall we could find a time to meet?

Looking forward to seeing you,

Christa Ovenell
Principal



Fraser International College (FIC)
Simon Fraser University
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Burnaby BC
Canada
V5A 4B5

P: +1 778 782 5947
F: +1 778 782 5101
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From: Simmons, Vicki AVED:EX
To: Rogers, Dorothy AVED:EX;
Subject: RE: meeting request
Date: Wednesday, October 3, 2012 10:58:00 AM

Here is their initial meeting request to update you on their "recent successes".

Vicki Simmons

Governance and Quality Assurance Branch
BC Ministry of Advanced Education, Innovation and Technology
and Minister Responsible for Multiculturalism

3rd Floor, 835 Humboldt St
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Victoria BC V8W 9H8
(T) 250-356-2067 | (F) 250-387-3750 | (E) vicki.simmons@gov.bc.ca

From: Rogers, Dorothy AVED:EX
Sent: Thursday, September 20, 2012 11:11 AM
To: Simmons, Vicki AVED:EX
Cc: Carnegie, Lynn AVED:EX
Subject: Fw: meeting request

Hi Vicki can you touch base with them and have Lynn or Julia set up the meeting for us

From: Christa Ovenell [<mailto:Christa.Ovenell@fraseric.ca>]
Sent: Thursday, September 20, 2012 10:50 AM
To: Rogers, Dorothy AVED:EX
Subject: meeting request

Dear Dorothy,

Bev Hudson and I were wondering if we could set up a meeting with you (in Victoria) at a convenient time for you? We'd like the chance to provide you with a brief update and spend a bit of time discussing some of our recent successes. Bev is traveling a fair bit and I imagine you are as well but perhaps early fall we could find a time to meet?

Looking forward to seeing you,

Christa Ovenell
Principal



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Consider the Environment before printing this email.

From: Christa Ovenell
To: Simmons, Vicki AVED:EX;
Subject: RE: meeting tomorrow
Date: Wednesday, October 3, 2012 8:46:12 AM

Perfect. Thanks!

Christa Ovenell
Principal



Fraser International College (FIC)

Simon Fraser University
8999 Nelson Ave
Burnaby BC
Canada
V5A 4B5

P: +1 778 782 5947
F: +1 778 782 5101
W: www.fraseric.ca

From: Simmons, Vicki AVED:EX [mailto:Vicki.Simmons@gov.bc.ca]
Sent: October-03-12 7:27 AM
To: Christa Ovenell
Subject: RE: meeting tomorrow

Hi Christa,

Just check in with the security guard at the front and we will come down and get you.

Thanks,
Vicki

Vicki Simmons

Governance and Quality Assurance Branch
BC Ministry of Advanced Education, Innovation and Technology
and Minister Responsible for Multiculturalism

3rd Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8

(T) 250-356-2067 | (F) 250-387-3750 | (E) vicki.simmons@gov.bc.ca

From: Christa Ovenell [<mailto:Christa.Ovenell@fraseric.ca>]

Sent: Tuesday, October 2, 2012 4:58 PM

To: Simmons, Vicki AVED:EX

Subject: meeting tomorrow

Hi Vicki,

Is your address the 3rd floor on 835 Humbolt street?

Is there a specific office?

Looking forward to seeing you,

Christa Ovenell

Principal



Fraser International College (FIC)

Simon Fraser University

8999 Nelson Ave

Burnaby BC

Canada

V5A 4B5

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F: +1 778 782 5101

W: www.fraseric.ca

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From: Christa Ovenell
To: Simmons, Vicki AVED:EX;
Subject: RE: meeting with Dorothy?
Date: Wednesday, September 26, 2012 2:59:51 PM

This will work well, Vicki, thank you. We're going to be flying over, I think.

Christa Ovenell
Principal



Fraser International College (FIC)

Simon Fraser University
8999 Nelson Ave
Burnaby BC
Canada
V5A 4B5

P: +1 778 782 5947
F: +1 778 782 5101
W: www.fraseric.ca

From: Simmons, Vicki AVED:EX [mailto:Vicki.Simmons@gov.bc.ca]
Sent: September-21-12 11:11 AM
To: Christa Ovenell
Subject: RE: meeting with Dorothy?

I have Wednesday, October 3rd tentatively booked for 2:00pm.

Vicki Simmons
Governance and Quality Assurance Branch
BC Ministry of Advanced Education, Innovation and Technology
and Minister Responsible for Multiculturalism

3rd Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: Christa Ovenell [mailto:Christa.Ovenell@fraseric.ca]
Sent: Fri, September 21, 2012 11:07 AM
To: Simmons, Vicki AVED:EX
Subject: RE: meeting with Dorothy?

Hi Vicki,

Could we tentatively say 2 pm on Wednesday Oct 3? I just need to double check with Bev as she is traveling today but this looks good on our end.

Let me know if you could hold that?

Christa Ovenell
Principal



Fraser International College (FIC)
Simon Fraser University
8999 Nelson Ave
Burnaby BC
Canada
V5A 4B5

P: +1 778 782 5947
F: +1 778 782 5101
W: www.fraseric.ca

From: Simmons, Vicki AVED:EX [<mailto:Vicki.Simmons@gov.bc.ca>]
Sent: September-21-12 10:51 AM
To: Christa Ovenell
Subject: RE: meeting with Dorothy?

Hi Christa,

Either day is fine. Please let me know which day and a time that you would be available to meet.

Thanks,
Vicki

Vicki Simmons
Governance and Quality Assurance Branch
BC Ministry of Advanced Education, Innovation and Technology
and Minister Responsible for Multiculturalism

3rd Floor, 835 Humboldt St

PO Box 9177 Stn Prov Govt

Victoria BC V8W 9H8

(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: Christa Ovenell [<mailto:Christa.Ovenell@fraseric.ca>]

Sent: Fri, September 21, 2012 10:49 AM

To: Simmons, Vicki AVED:EX

Subject: meeting with Dorothy?

Hi Vicki,

Would Dorothy be available on Oct 3 or 4 for a meeting with myself and Bev Hudson?

Christa Ovenell

Principal



Fraser International College (FIC)

Simon Fraser University

8999 Nelson Ave

Burnaby BC

Canada

V5A 4B5

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From: Simmons, Vicki AVED:EX
To: Carnegie, Lynn AVED:EX;
cc: Swain, Julie AVED:EX;
Subject: RE: meeting request
Date: Monday, September 24, 2012 10:05:00 AM

Hi Lynn,

I've already set up this meeting.

Thanks
Vicki

Vicki Simmons
Governance and Quality Assurance Branch
BC Ministry of Advanced Education, Innovation and Technology
and Minister Responsible for Multiculturalism

3rd Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: Carnegie, Lynn AVED:EX
Sent: Mon, September 24, 2012 10:05 AM
To: Simmons, Vicki AVED:EX
Cc: Swain, Julie AVED:EX
Subject: FW: meeting request

Morning Vicki,

How long would you suggest for this meeting if they don't have a time in mind?

Thanks,
Lynn

From: Rogers, Dorothy AVED:EX
Sent: Thursday, September 20, 2012 11:11 AM
To: Simmons, Vicki AVED:EX
Cc: Carnegie, Lynn AVED:EX
Subject: Fw: meeting request

Hi Vicki can you touch base with them and have Lynn or Julia set up the meeting for us

From: Christa Ovenell [<mailto:Christa.Ovenell@fraseric.ca>]

Sent: Thursday, September 20, 2012 10:50 AM

To: Rogers, Dorothy AVED:EX

Subject: meeting request

Dear Dorothy,

Bev Hudson and I were wondering if we could set up a meeting with you (in Victoria) at a convenient time for you? We'd like the chance to provide you with a brief update and spend a bit of time discussing some of our recent successes. Bev is traveling a fair bit and I imagine you are as well but perhaps early fall we could find a time to meet?

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Consider the Environment before printing this email.

From: Rogers, Dorothy AVED:EX
To: Simmons, Vicki AVED:EX;
Subject: RE: Letter of Credit
Date: Friday, September 21, 2012 12:17:12 PM

There is a definition somewhere that we go by. I think it may be in the Canada Banking Act. I think this is a legislative requirement of the Bonding Act so we need to be sure. I think this would be fine as Citibank has to have a corporation in Canada to operate here.

If I have time, I will try to look it up

* * * * *

Dorothy Rogers
Director
Quality Assurance Unit, DQAB Secretariat
Governance and Quality Assurance Branch
Ministry of Advanced Education, Innovation and Technology

From: Simmons, Vicki AVED:EX
Sent: Friday, September 21, 2012 11:17 AM
To: Rogers, Dorothy AVED:EX
Subject: FW: Letter of Credit

Hi Dorothy,

Do you see any issues with this? I wouldn't think so given that many financial institutions are headquartered outside of Canada, but as long as they have a Canadian arm I would think it meets the requirements.

Thanks,
Vicki

Vicki Simmons
Governance and Quality Assurance Branch
BC Ministry of Advanced Education, Innovation and Technology
and Minister Responsible for Multiculturalism

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(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: William Ko [<mailto:william.ko@navitas.com>]
Sent: Fri, September 21, 2012 10:06 AM
To: Simmons, Vicki AVED:EX
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My questions would be whether you take something from Citibank Canada giving it is parent is a US Bank.

Thank you for your assistance.

Regards,

William Ko
Business and Finance Director



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W: www.fraseric.ca
E: william.ko@navitas.com

A Member of Navitas Limited.

From: Simmons, Vicki AVED:EX [<mailto:Vicki.Simmons@gov.bc.ca>]
Sent: Thursday, 30 August 2012 12:06 PM
To: Simmons, Vicki AVED:EX; William Ko
Cc: Bev Hudson; Christa Ovenell
Subject: RE: Letter of Credit

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Thank you for following up.

Vicki Simmons
Governance and Quality Assurance Branch
BC Ministry of Advanced Education
3rd Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: Simmons, Vicki AVED:EX
Sent: Wednesday, August 29, 2012 11:41 AM
To: 'William Ko'
Cc: 'Bev Hudson'; 'Christa Ovenell'
Subject: RE: Letter of Credit

Thank you. Please ensure that it is directed to my attention so it does not get delayed in routing once received in the Ministry.

Vicki Simmons
Governance and Quality Assurance Branch
BC Ministry of Advanced Education
3rd Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: William Ko [<mailto:william.ko@navitas.com>]
Sent: Wednesday, August 29, 2012 11:36 AM
To: Simmons, Vicki AVED:EX

Cc: Bev Hudson; Christa Ovenell
Subject: RE: Letter of Credit

Hi Vicki,

I have instructed RBC to resend an original to you. If you do not get it please let me know.

Regards,

William

From: Simmons, Vicki AVED:EX [<mailto:Vicki.Simmons@gov.bc.ca>]
Sent: Wednesday, 29 August 2012 11:21 AM
To: William Ko
Cc: Bev Hudson; Christa Ovenell
Subject: RE: Letter of Credit

Thank you. We will need the original copy of the LOC as soon as possible.

Vicki Simmons
Governance and Quality Assurance Branch
BC Ministry of Advanced Education
3rd Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: William Ko [<mailto:william.ko@navitas.com>]
Sent: Wednesday, August 29, 2012 11:19 AM
To: Simmons, Vicki AVED:EX
Cc: Bev Hudson; Christa Ovenell
Subject: FW: Letter of Credit

Hi Vicki,

Attached is what should have been sent to the Ministry regarding the increase in the bond.

If you have any further questions, please let me know.

Regards,

William Ko

Business and Finance Director



Fraser International College (FIC)

Simon Fraser University

8999 Nelson Way

Burnaby, BC

Canada V5A 4B5

P: +1 778 782 5760

F: +1 778 782 5101

W: www.fraseric.ca

E: william.ko@navitas.com

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From: Christa Ovenell
To: Simmons, Vicki AVED:EX;
Subject: RE: meeting with Dorothy?
Date: Friday, September 21, 2012 11:11:40 AM

You're so lovely! Thank you.

Christa Ovenell
Principal



Fraser International College (FIC)
Simon Fraser University
8999 Nelson Ave
Burnaby BC
Canada
V5A 4B5

P: +1 778 782 5947
F: +1 778 782 5101
W: www.fraseric.ca

From: Simmons, Vicki AVED:EX [<mailto:Vicki.Simmons@gov.bc.ca>]
Sent: September-21-12 11:11 AM
To: Christa Ovenell
Subject: RE: meeting with Dorothy?

I have Wednesday, October 3rd tentatively booked for 2:00pm.

Vicki Simmons
Governance and Quality Assurance Branch
BC Ministry of Advanced Education, Innovation and Technology
and Minister Responsible for Multiculturalism

3rd Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: Christa Ovenell [<mailto:Christa.Ovenell@fraseric.ca>]
Sent: Fri, September 21, 2012 11:07 AM
To: Simmons, Vicki AVED:EX
Subject: RE: meeting with Dorothy?

Hi Vicki,

Could we tentatively say 2 pm on Wednesday Oct 3? I just need to double check with Bev as she is traveling today but this looks good on our end.

Let me know if you could hold that?

Christa Ovenell

Principal



Fraser International College (FIC)

Simon Fraser University

8999 Nelson Ave

Burnaby BC

Canada

V5A 4B5

P: +1 778 782 5947

F: +1 778 782 5101

W: www.fraseric.ca

From: Simmons, Vicki AVED:EX [<mailto:Vicki.Simmons@gov.bc.ca>]

Sent: September-21-12 10:51 AM

To: Christa Ovenell

Subject: RE: meeting with Dorothy?

Hi Christa,

Either day is fine. Please let me know which day and a time that you would be available to meet.

Thanks,

Vicki

Vicki Simmons

Governance and Quality Assurance Branch

BC Ministry of Advanced Education, Innovation and Technology

and Minister Responsible for Multiculturalism

3rd Floor, 835 Humboldt St

PO Box 9177 Stn Prov Govt

Victoria BC V8W 9H8

(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: Christa Ovenell [<mailto:Christa.Ovenell@fraseric.ca>]

Sent: Fri, September 21, 2012 10:49 AM

To: Simmons, Vicki AVED:EX

Subject: meeting with Dorothy?

Hi Vicki,

Would Dorothy be available on Oct 3 or 4 for a meeting with myself and Bev Hudson?

Christa Ovenell

Principal



Fraser International College (FIC)

Simon Fraser University

8999 Nelson Ave

Burnaby BC

Canada

V5A 4B5

P: +1 778 782 5947

F: +1 778 782 5101

W: www.fraseric.ca

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<http://www.mailguard.com.au/mg>

[Report this message as spam](#)

From: Simmons, Vicki AVED:EX
To: Rogers, Dorothy AVED:EX;
Subject: Meeting with FIC
Start: Wednesday, October 3, 2012 2:00:00 PM
End: Wednesday, October 3, 2012 3:00:00 PM
Location: AVED R 310 St. Ann"s AVED:EX

When: Wed, October 3, 2012 2:00 PM-3:00 PM (GMT-08:00) Pacific Time (US & Canada).
Where: AVED R 310 St. Ann's AVED:EX

Note: The GMT offset above does not reflect daylight saving time adjustments.

~~*~*~*~*~*~*~*~*

From: Rogers, Dorothy AVED:EX
To: Simmons, Vicki AVED:EX;
cc: Carnegie, Lynn AVED:EX;
Subject: Fw: meeting request
Date: Thursday, September 20, 2012 11:11:11 AM

Hi Vicki can you touch base with them and have Lynn or Julia set up the meeting for us

From: Christa Ovenell [mailto:Christa.Ovenell@fraseric.ca]
Sent: Thursday, September 20, 2012 10:50 AM
To: Rogers, Dorothy AVED:EX
Subject: meeting request

Dear Dorothy,

Bev Hudson and I were wondering if we could set up a meeting with you (in Victoria) at a convenient time for you? We'd like the chance to provide you with a brief update and spend a bit of time discussing some of our recent successes. Bev is traveling a fair bit and I imagine you are as well but perhaps early fall we could find a time to meet?

Looking forward to seeing you,

Christa Ovenell
Principal



Fraser International College (FIC)

Simon Fraser University
8999 Nelson Ave
Burnaby BC
Canada
V5A 4B5

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F: +1 778 782 5101
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Consider the Environment before printing this email.

From: Brucker, Laurie AVED:EX
To: Simmons, Vicki AVED:EX;
Subject: RE: Ministry Website Update
Date: Thursday, September 6, 2012 9:04:55 AM

Hi Vicki,

Sorry – just getting to this now. I don't know who to contact for these updates, or which branch is responsible.

Laurie

Laurie Brucker

Senior Policy Advisor, International Education
Ministry of Advanced Education
Phone: (250) 356-5432

Fax: (250) 356-5962
Email: Laurie.Brucker@gov.bc.ca

From: Simmons, Vicki AVED:EX
Sent: Monday, August 27, 2012 9:10 AM
To: Brucker, Laurie AVED:EX
Subject: FW: Ministry Website Update

Hi Laurie,

I'm not sure who is the official contact person for CICIC. We need to request the address change below to be updated on [http://www.cicic.ca/687/Fraser International College FIC .canada?id postsec=2604](http://www.cicic.ca/687/Fraser%20International%20College%20FIC%20canada?id%20postsec=2604)

Does your Branch handle this or should I contact them directly?

Thanks,

Vicki

Vicki Simmons
Governance and Quality Assurance Branch

BC Ministry of Advanced Education

1st Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: AVED Web Services AVED:EX
Sent: Mon, August 27, 2012 9:07 AM
To: Simmons, Vicki AVED:EX
Subject: RE: Ministry Website Update

Hi Vicki,

Your task has been completed.

Have a great day,

Rudy Graham

Web Analyst, Ministry of Advanced Education
250.514.4904

<mailto:ALMD.WebServices@gov.bc.ca>

From: Simmons, Vicki AVED:EX
Sent: Monday, August 27, 2012 8:28 AM
To: AVED Web Services AVED:EX
Subject: Ministry Website Update

Hi,

Can you please make the following address change for Fraser International

College on <http://www.aved.gov.bc.ca/privatepsed/institutions.htm>

Fraser International College

8999 Nelson Way

Burnaby BC

Canada V5A 4B5

Phone: (778) 782-5011

Fax: (778) 782-5101

Website **Approved Programs:**

- Associate of Arts

Vicki Simmons
Governance and Quality Assurance Branch

BC Ministry of Advanced Education

1st Floor, 835 Humboldt St

PO Box 9177 Stn Prov Govt

Victoria BC V8W 9H8

(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: Christa Ovenell
To: Simmons, Vicki AVED:EX;
Subject: RE: 2011-12 DQAB Report, Fraser International College
Date: Thursday, August 30, 2012 12:16:11 PM

Vicki this is great news but you MUST promise if you get over to SFU for any reason you come and see us, ok? Our new building is simply incredible! We are so proud and can't wait to show it off.

We'll be taking some photos soon and I'll be sure to tempt you with them!

Take care,

Christa Ovenell
Principal



Fraser International College (FIC)
Simon Fraser University
Suite 100, 8900 Nelson Way
Burnaby BC
Canada V5A 4W9

P: +1 778 782 5947
F: +1 778 782 5101
W: www.fraseric.ca

From: Simmons, Vicki AVED:EX [mailto:Vicki.Simmons@gov.bc.ca]
Sent: August-30-12 12:11 PM
To: Christa Ovenell
Cc: Bev Hudson
Subject: RE: 2011-12 DQAB Report, Fraser International College

Hi Christa,

You will be happy to note that the Ministry has reviewed FIC's Annual Report and, as per the Degree Quality Assessment Board's ongoing monitoring policy, the College will not require an Annual Performance Meeting this year.

The following are the criteria the Board uses to assess this on an annual basis:

Performance meetings are conducted, at a minimum, following the first year of consent and a year in advance of the expiry of consent. Annual performance meetings will be conducted based on the institution's

performance in relation to quality assurance standards in the previous reporting year. Institutions that have maintained high-quality standards and have shown a commitment to continuous improvement may be exempted from annual performance meetings.

Annual Performance Meeting Criteria

Institutions will be subject to an annual performance meeting if, for the preceding twelve months:

- the institution had outstanding *Special Terms and Conditions of Consent*;
- concerns had been raised about the institution and/or its degree programs that directly relate to the established quality assessment criteria or the *Standard Terms and Conditions of Consent*; and
- substantive or material changes were made in the institution and/or its degree program offerings. The Board determines what constitutes a substantive or material change. These may include, but are not limited to:
 - ownership change;
 - location change;
 - additional branch campus;
 - material change in learning outcomes;
 - changes in key administrative or academic leaders;
 - minimum qualifications of faculty or substantive changes to faculty complement;
 - collaborative arrangements with other institutions;
 - change in degree nomenclature;
 - change in governance structure, policymaking or administrative authority;
 - termination or suspension of programs that have consent.

The Board reserves the right to adjust the timing and depth of ongoing monitoring of institutions operating under consent based on an institution's track record of maintaining quality assurance standards. A consent holder's failure to comply with any terms and conditions or any legislative obligation may lead the Minister to amend, suspend or revoke consent. The Board may also recommend that the Minister amend, suspend or revoke consent for institutions and/or degree programs with a history of under-performance and/or non-compliance with quality

assurance standards.

Although FIC has had a location change, the Ministry and Board are comfortable with the plans and the assurances SFU has in its agreed with FIC to provide facilities equivalent to what would be expected for a post-secondary institution. Please let me know if you have any questions.

Sincerely,

Vicki Simmons

Vicki Simmons

Governance and Quality Assurance Branch

BC Ministry of Advanced Education

3rd Floor, 835 Humboldt St

PO Box 9177 Stn Prov Govt

Victoria BC V8W 9H8

(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: Simmons, Vicki AVED:EX

Sent: Tuesday, July 17, 2012 9:49 AM

To: 'Christa Ovenell'

Cc: 'Bev Hudson'; 'William Ko'

Subject: RE: 2011-12 DQAB Report, Fraser International College

Thank you very much Christa. I will be in touch with you over the coming month regarding the visit.

Vicki Simmons

Governance and Quality Assurance Branch

BC Ministry of Advanced Education

1st Floor, 835 Humboldt St

PO Box 9177 Stn Prov Govt

Victoria BC V8W 9H8

(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: Christa Ovenell [<mailto:Christa.Ovenell@fraseric.ca>]
Sent: Friday, July 13, 2012 1:56 PM
To: Simmons, Vicki AVED:EX
Cc: Bev Hudson; William Ko
Subject: 2011-12 DQAB Report, Fraser International College

Dear Vicki,

Please find attached the electronic version of the Annual Report Template for Fraser International College in Word format as required by the submission guidelines, as well as all supporting documents in a separate PDF document. I have also included a scan of the declaration page from the report, as I was unable to attach an electronic signature, likely due to the macros embedded in the document. I hope this will suffice.

When you have had a chance to review the report and know if a site-visit will be required, please be in touch and we will work together to schedule a convenient time to meet.

If you require anything else, please don't hesitate to contact me.

Sincerely,

Christa Ovenell
Fraser International College
778-782-5947

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From: Christa Ovenell
To: Simmons, Vicki AVED:EX;
Subject: RE: Letter of Credit
Date: Thursday, August 30, 2012 12:06:13 PM

Great news!

Christa Ovenell
Principal



Fraser International College (FIC)

Simon Fraser University
Suite 100, 8900 Nelson Way
Burnaby BC
Canada V5A 4W9

P: +1 778 782 5947
F: +1 778 782 5101
W: www.fraseric.ca

From: Simmons, Vicki AVED:EX [mailto:Vicki.Simmons@gov.bc.ca]
Sent: August-30-12 12:06 PM
To: Simmons, Vicki AVED:EX; William Ko
Cc: Bev Hudson; Christa Ovenell
Subject: RE: Letter of Credit

This is to confirm that I received the original bond today.

Thank you for following up.

Vicki Simmons
Governance and Quality Assurance Branch
BC Ministry of Advanced Education
3rd Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: Simmons, Vicki AVED:EX
Sent: Wednesday, August 29, 2012 11:41 AM
To: 'William Ko'
Cc: 'Bev Hudson'; 'Christa Ovenell'

Subject: RE: Letter of Credit

Thank you. Please ensure that it is directed to my attention so it does not get delayed in routing once received in the Ministry.

Vicki Simmons

Governance and Quality Assurance Branch

BC Ministry of Advanced Education

3rd Floor, 835 Humboldt St

PO Box 9177 Stn Prov Govt

Victoria BC V8W 9H8

(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: William Ko [<mailto:william.ko@navitas.com>]

Sent: Wednesday, August 29, 2012 11:36 AM

To: Simmons, Vicki AVED:EX

Cc: Bev Hudson; Christa Ovenell

Subject: RE: Letter of Credit

Hi Vicki,

I have instructed RBC to resend an original to you. If you do not get it please let me know.

Regards,

William

From: Simmons, Vicki AVED:EX [<mailto:Vicki.Simmons@gov.bc.ca>]

Sent: Wednesday, 29 August 2012 11:21 AM

To: William Ko

Cc: Bev Hudson; Christa Ovenell

Subject: RE: Letter of Credit

Thank you. We will need the original copy of the LOC as soon as possible.

Vicki Simmons

Governance and Quality Assurance Branch

BC Ministry of Advanced Education

3rd Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: William Ko [<mailto:william.ko@navitas.com>]
Sent: Wednesday, August 29, 2012 11:19 AM
To: Simmons, Vicki AVED:EX
Cc: Bev Hudson; Christa Ovenell
Subject: FW: Letter of Credit

Hi Vicki,

Attached is what should have been sent to the Ministry regarding the increase in the bond.

If you have any further questions, please let me know.

Regards,

William Ko
Business and Finance Director



Fraser International College (FIC)

Simon Fraser University
8999 Nelson Way
Burnaby, BC
Canada V5A 4B5

P: +1 778 782 5760
F: +1 778 782 5101
W: www.fraseric.ca
E: william.ko@navitas.com

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From: William Ko
To: Simmons, Vicki AVED:EX;
cc: Bev Hudson; Christa Ovenell;
Subject: FW: Letter of Credit
Date: Wednesday, August 29, 2012 11:19:33 AM
Attachments: V4020001.TXT

Hi Vicki,

Attached is what should have been sent to the Ministry regarding the increase in the bond.

If you have any further questions, please let me know.

Regards,

William Ko
Business and Finance Director



Fraser International College (FIC)

Simon Fraser University
8999 Nelson Way
Burnaby, BC
Canada V5A 4B5

P: +1 778 782 5760
F: +1 778 782 5101
W: www.fraseric.ca
E: william.ko@navitas.com

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From: William Ko
To: Simmons, Vicki AVED:EX; Christa Ovenell;
cc: Bev Hudson;
Subject: RE: 2011-12 DQAB Report, Fraser International College
Date: Wednesday, August 29, 2012 10:00:48 AM
Attachments: image002.png

Hi Vicki,

I have a call into RBC already. They are not sure why the Ministry did not get the updated Bond Letter but I have asked for another one today.

Regards,

William

From: Simmons, Vicki AVED:EX [mailto:Vicki.Simmons@gov.bc.ca]
Sent: Wednesday, 29 August 2012 8:49 AM
To: William Ko; Christa Ovenell
Cc: Bev Hudson
Subject: RE: 2011-12 DQAB Report, Fraser International College
Importance: High

Hi William,

I am just following up on my message below regarding the financial security requirements. I have not yet received the renewed bond.

Thank you in advance,
Vicki

Vicki Simmons
Governance and Quality Assurance Branch
BC Ministry of Advanced Education
3rd Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: William Ko [mailto:william.ko@navitas.com]
Sent: Monday, August 13, 2012 12:35 PM

To: Simmons, Vicki AVED:EX; Christa Ovenell
Cc: Bev Hudson
Subject: RE: 2011-12 DQAB Report, Fraser International College

Hi Vicki,

Thanks for the email. I received an advice from the Royal Bank that the Bond was renewed and increased on July 27, 2012 to s.21

I will check what was sent to the Ministry for you.

Regards,

William Ko
Business and Finance Director



Navitas Canada
Simon Fraser University
Suite 100, 8900 Nelson Way
Burnaby, BC
Canada V5A 4W9

P: +1 778 782 5011
F: +1 778 782 5101
W: www.fraseric.ca
E: william.ko@navitas.com

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From: Simmons, Vicki AVED:EX [<mailto:Vicki.Simmons@gov.bc.ca>]
Sent: Monday, 13 August 2012 12:33 PM
To: Christa Ovenell
Cc: Bev Hudson; William Ko
Subject: RE: 2011-12 DQAB Report, Fraser International College
Importance: High

Hi Christa,

In FIC's report, it mentions that 'Confirmation of renewal or adjustment of bonding mechanism will be sent directly to the Ministry by July 31, 2012.' To date it does not appear that we have received the confirmation of the bond and I note that the calculations this year also warrant an increase in the amount posted.

Can you please let me know when we can expect to receive this?

Thank you,
Vicki

Vicki Simmons
Governance and Quality Assurance Branch
BC Ministry of Advanced Education
3rd Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: Simmons, Vicki AVED:EX
Sent: Tuesday, July 17, 2012 9:49 AM
To: 'Christa Ovenell'
Cc: 'Bev Hudson'; 'William Ko'
Subject: RE: 2011-12 DQAB Report, Fraser International College

Thank you very much Christa. I will be in touch with you over the coming month regarding the visit.

Vicki Simmons
Governance and Quality Assurance Branch

BC Ministry of Advanced Education

1st Floor, 835 Humboldt St

PO Box 9177 Stn Prov Govt

Victoria BC V8W 9H8

(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: Christa Ovenell [<mailto:Christa.Ovenell@fraseric.ca>]

Sent: Friday, July 13, 2012 1:56 PM

To: Simmons, Vicki AVED:EX

Cc: Bev Hudson; William Ko

Subject: 2011-12 DQAB Report, Fraser International College

Dear Vicki,

Please find attached the electronic version of the Annual Report Template for Fraser International College in Word format as required by the submission guidelines, as well as all supporting documents in a separate PDF document. I have also included a scan of the declaration page from the report, as I was unable to attach an electronic signature, likely due to the macros embedded in the document. I hope this will suffice.

When you have had a chance to review the report and know if a site-visit will be required, please be in touch and we will work together to schedule a convenient time to meet.

If you require anything else, please don't hesitate to contact me.

Sincerely,

Christa Ovenell

Fraser International College

778-782-5947

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<http://www.mailguard.com.au/mg>

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From: Simmons, Vicki AVED:EX
To: "William Ko"; "Christa Ovenell";
cc: "Bev Hudson";
Subject: RE: 2011-12 DQAB Report, Fraser International College
Date: Wednesday, August 29, 2012 8:48:00 AM
Attachments: image002.png

Hi William,

I am just following up on my message below regarding the financial security requirements. I have not yet received the renewed bond.

Thank you in advance,
Vicki

Vicki Simmons
Governance and Quality Assurance Branch
BC Ministry of Advanced Education
3rd Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: William Ko [mailto:william.ko@navitas.com]
Sent: Monday, August 13, 2012 12:35 PM
To: Simmons, Vicki AVED:EX; Christa Ovenell
Cc: Bev Hudson
Subject: RE: 2011-12 DQAB Report, Fraser International College

Hi Vicki,

Thanks for the email. I received an advice from the Royal Bank that the Bond was renewed and increased on July 27, 2012 to s.21

I will check what was sent to the Ministry for you.

Regards,

William Ko
Business and Finance Director



Navitas Canada

Simon Fraser University
Suite 100, 8900 Nelson Way
Burnaby, BC
Canada V5A 4W9

P: +1 778 782 5011
F: +1 778 782 5101
W: www.fraseric.ca
E: william.ko@navitas.com

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Consider the Environment before printing this email

From: Simmons, Vicki AVED:EX [<mailto:Vicki.Simmons@gov.bc.ca>]

Sent: Monday, 13 August 2012 12:33 PM

To: Christa Ovenell

Cc: Bev Hudson; William Ko

Subject: RE: 2011-12 DQAB Report, Fraser International College

Importance: High

Hi Christa,

In FIC's report, it mentions that 'Confirmation of renewal or adjustment of bonding mechanism will be sent directly to the Ministry by July 31, 2012.' To date it does not appear that we have received the confirmation of the bond and I note that the calculations this year also warrant an increase in the amount posted.

Can you please let me know when we can expect to receive this?

Thank you,
Vicki

Vicki Simmons

Governance and Quality Assurance Branch
BC Ministry of Advanced Education

3rd Floor, 835 Humboldt St

PO Box 9177 Stn Prov Govt

Victoria BC V8W 9H8

(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: Simmons, Vicki AVED:EX

Sent: Tuesday, July 17, 2012 9:49 AM

To: 'Christa Ovenell'

Cc: 'Bev Hudson'; 'William Ko'

Subject: RE: 2011-12 DQAB Report, Fraser International College

Thank you very much Christa. I will be in touch with you over the coming month regarding the visit.

Vicki Simmons

Governance and Quality Assurance Branch
BC Ministry of Advanced Education

1st Floor, 835 Humboldt St

PO Box 9177 Stn Prov Govt

Victoria BC V8W 9H8

(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: Christa Ovenell [<mailto:Christa.Ovenell@fraseric.ca>]

Sent: Friday, July 13, 2012 1:56 PM

To: Simmons, Vicki AVED:EX

Cc: Bev Hudson; William Ko

Subject: 2011-12 DQAB Report, Fraser International College

Dear Vicki,

Please find attached the electronic version of the Annual Report Template for

Fraser International College in Word format as required by the submission guidelines, as well as all supporting documents in a separate PDF document. I have also included a scan of the declaration page from the report, as I was unable to attach an electronic signature, likely due to the macros embedded in the document. I hope this will suffice.

When you have had a chance to review the report and know if a site-visit will be required, please be in touch and we will work together to schedule a convenient time to meet.

If you require anything else, please don't hesitate to contact me.

Sincerely,

Christa Ovenell
Fraser International College
778-782-5947

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From: Jothan, Janet M AVED:EX
To: Simmons, Vicki AVED:EX; Rogers, Dorothy AVED:EX;
Subject: RE: FYI: BN Approved 91320 Fraser International College Location Change
Date: Monday, August 27, 2012 8:25:07 AM

Done.

Thanks, Vicki for clarifying this.

Janet

From: Simmons, Vicki AVED:EX
Sent: Mon, August 27, 2012 7:57 AM
To: Rogers, Dorothy AVED:EX; Jothan, Janet M AVED:EX; Brandt, Keely AVED:EX
Subject: RE: FYI: BN Approved 91320 Fraser International College Location Change

Hi all,

The letter needs to be appended to the other letters posted on PSIPS under each of their consents. Since they only have the one, it should be added to the Associate of Arts consent.

We also need to update the Ministry's website, but I will alert the web services team to this.

Thanks,

Vicki

Vicki Simmons
Governance and Quality Assurance Branch

BC Ministry of Advanced Education

1st Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt

Victoria BC V8W 9H8

(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: Rogers, Dorothy AVED:EX
Sent: Wed, August 22, 2012 11:32 AM
To: Jothen, Janet M AVED:EX; Brandt, Keely AVED:EX
Cc: Simmons, Vicki AVED:EX
Subject: RE: FYI: BN Approved 91320 Fraser International College Location Change

Yes, I don't think it is urgent as they will be receiving the letter.

Thanks,

Dorothy

* * * * *

Dorothy Rogers
Director

Quality Assurance Unit, DQAB Secretariat
Governance and Quality Assurance Branch
Ministry of Advanced Education

From: Jothen, Janet M AVED:EX
Sent: Wednesday, August 22, 2012 11:31 AM
To: Rogers, Dorothy AVED:EX; Brandt, Keely AVED:EX
Cc: Simmons, Vicki AVED:EX
Subject: RE: FYI: BN Approved 91320 Fraser International College Location Change

I am not totally sure, but I think I have to post this letter to the Associate of Arts degree...they only have permission to offer one degree. Should I wait until Vicki is back to ask before I post it?

Janet

From: Rogers, Dorothy AVED:EX

Sent: Wednesday, August 22, 2012 11:21 AM
To: Brandt, Keely AVED:EX
Cc: Simmons, Vicki AVED:EX; Jothen, Janet M AVED:EX
Subject: FW: FYI: BN Approved 91320 Fraser International College Location Change

Thanks Keely,

Go ahead and send it out. Janet, this is a change to consent so I am not sure if you are familiar with the process of posting this letter.

Thanks,

Dorothy

* * * * *

Dorothy Rogers
Director

Quality Assurance Unit, DQAB Secretariat
Governance and Quality Assurance Branch
Ministry of Advanced Education

From: Brandt, Keely AVED:EX
Sent: Wednesday, August 22, 2012 10:50 AM
To: Rogers, Dorothy AVED:EX; Simmons, Vicki AVED:EX
Subject: FYI: BN Approved 91320 Fraser International College Location Change

Hello,

Pls see attached BN and accompanying letter which both have been approved and signed off by the Minister. Pls advise as to if I can mail the letter out. Thank you ☺

<< File: 91320 - Letter to FIC Location Change.pdf >> << File: 91320 - Fraser Intl College Location Change.pdf >>

Keely Brandt
Administrative Coordinator
Governance and Quality Assurance Branch

Ministry of Advanced Education
Phone: 250 356-5406
Fax: 250 387-3750
Email: Keely.Brandt@gov.bc.ca

From: Simmons, Vicki AVED:EX
To: Jothen, Janet M AVED:EX;
Subject: RE: FYI: BN Approved 91320 Fraser International College Location Change
Date: Monday, August 27, 2012 8:14:00 AM

Yes, change to Ministerial Consent with the post consent change as the date.

Vicki Simmons
Governance and Quality Assurance Branch

BC Ministry of Advanced Education

1st Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: Jothen, Janet M AVED:EX
Sent: Mon, August 27, 2012 8:14 AM
To: Simmons, Vicki AVED:EX
Subject: RE: FYI: BN Approved 91320 Fraser International College Location Change

Hi Vicki,

I've done the post consent change, but do I also need to set it to Minister approved again? And would I use the date of the post consent change as the date?

From: Simmons, Vicki AVED:EX
Sent: Mon, August 27, 2012 7:57 AM
To: Rogers, Dorothy AVED:EX; Jothen, Janet M AVED:EX; Brandt, Keely AVED:EX
Subject: RE: FYI: BN Approved 91320 Fraser International College Location Change

Hi all,

The letter needs to be appended to the other letters posted on PSIPS under each of their consents. Since they only have the one, it should be added to the Associate of Arts consent.

We also need to update the Ministry's website, but I will alert the web services team to this.

Thanks,

Vicki

Vicki Simmons
Governance and Quality Assurance Branch

BC Ministry of Advanced Education

1st Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: Rogers, Dorothy AVED:EX
Sent: Wed, August 22, 2012 11:32 AM
To: Jothen, Janet M AVED:EX; Brandt, Keely AVED:EX
Cc: Simmons, Vicki AVED:EX
Subject: RE: FYI: BN Approved 91320 Fraser International College Location Change

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Thanks,

Dorothy

* * * * *

Dorothy Rogers
Director

Quality Assurance Unit, DQAB Secretariat
Governance and Quality Assurance Branch
Ministry of Advanced Education

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Sent: Wednesday, August 22, 2012 11:31 AM
To: Rogers, Dorothy AVED:EX; Brandt, Keely AVED:EX
Cc: Simmons, Vicki AVED:EX
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Thanks Keely,

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Thanks,

Dorothy

* * * * *

Dorothy Rogers
Director

Quality Assurance Unit, DQAB Secretariat
Governance and Quality Assurance Branch
Ministry of Advanced Education

From: Brandt, Keely AVED:EX
Sent: Wednesday, August 22, 2012 10:50 AM
To: Rogers, Dorothy AVED:EX; Simmons, Vicki AVED:EX
Subject: FYI: BN Approved 91320 Fraser International College Location Change

Hello,

Pls see attached BN and accompanying letter which both have been approved and signed off by the Minister. Pls advise as to if I can mail the letter out. Thank you ☺

<< File: 91320 - Letter to FIC Location Change.pdf >> << File: 91320 - Fraser Intl College Location Change.pdf >>

Keely Brandt

Administrative Coordinator
Governance and Quality Assurance Branch

Ministry of Advanced Education
Phone: 250 356-5406
Fax: 250 387-3750
Email: Keely.Brandt@gov.bc.ca

From: Simmons, Vicki AVED:EX
To: Rogers, Dorothy AVED:EX; Jothen, Janet M AVED:EX; Brandt, Keely AVED:EX;
Subject: RE: FYI: BN Approved 91320 Fraser International College Location Change
Date: Monday, August 27, 2012 7:56:00 AM

Hi all,

The letter needs to be appended to the other letters posted on PSIPS under each of their consents. Since they only have the one, it should be added to the Associate of Arts consent.

We also need to update the Ministry's website, but I will alert the web services team to this.

Thanks,

Vicki

Vicki Simmons
Governance and Quality Assurance Branch

BC Ministry of Advanced Education

1st Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: Rogers, Dorothy AVED:EX
Sent: Wed, August 22, 2012 11:32 AM
To: Jothen, Janet M AVED:EX; Brandt, Keely AVED:EX
Cc: Simmons, Vicki AVED:EX
Subject: RE: FYI: BN Approved 91320 Fraser International College Location Change

Yes, I don't think it is urgent as they will be receiving the letter.

Thanks,

Dorothy

* * * * *

Dorothy Rogers
Director

Quality Assurance Unit, DQAB Secretariat
Governance and Quality Assurance Branch
Ministry of Advanced Education

From: Jochen, Janet M AVED:EX
Sent: Wednesday, August 22, 2012 11:31 AM
To: Rogers, Dorothy AVED:EX; Brandt, Keely AVED:EX
Cc: Simmons, Vicki AVED:EX
Subject: RE: FYI: BN Approved 91320 Fraser International College Location Change

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Janet

From: Rogers, Dorothy AVED:EX
Sent: Wednesday, August 22, 2012 11:21 AM
To: Brandt, Keely AVED:EX
Cc: Simmons, Vicki AVED:EX; Jochen, Janet M AVED:EX
Subject: FW: FYI: BN Approved 91320 Fraser International College Location Change

Thanks Keely,

Go ahead and send it out. Janet, this is a change to consent so I am not sure if you are familiar with the process of posting this letter.

Thanks,

Dorothy

* * * * *

Dorothy Rogers
Director

Quality Assurance Unit, DQAB Secretariat
Governance and Quality Assurance Branch
Ministry of Advanced Education

From: Brandt, Keely AVED:EX
Sent: Wednesday, August 22, 2012 10:50 AM
To: Rogers, Dorothy AVED:EX; Simmons, Vicki AVED:EX
Subject: FYI: BN Approved 91320 Fraser International College Location Change

Hello,

Pls see attached BN and accompanying letter which both have been approved and signed off by the Minister. Pls advise as to if I can mail the letter out. Thank you ☺

<< File: 91320 - Letter to FIC Location Change.pdf >> << File: 91320 - Fraser Intl College Location Change.pdf >>

Keely Brandt

Administrative Coordinator
Governance and Quality Assurance Branch

Ministry of Advanced Education
Phone: 250 356-5406
Fax: 250 387-3750
Email: Keely.Brandt@gov.bc.ca

From: Rogers, Dorothy AVED:EX
To: Brandt, Keely AVED:EX;
cc: Simmons, Vicki AVED:EX; Jothen, Janet M AVED:EX;
Subject: FW: FYI: BN Approved 91320 Fraser International College Location Change
Date: Wednesday, August 22, 2012 11:20:51 AM
Attachments: 91320 - Letter to FIC Location Change.pdf
91320 - Fraser Intl College Location Change.pdf

Thanks Keely,

Go ahead and send it out. Janet, this is a change to consent so I am not sure if you are familiar with the process of posting this letter.

Thanks,

Dorothy

* * * * *

Dorothy Rogers
Director

Quality Assurance Unit, DQAB Secretariat
Governance and Quality Assurance Branch
Ministry of Advanced Education

From: Brandt, Keely AVED:EX
Sent: Wednesday, August 22, 2012 10:50 AM
To: Rogers, Dorothy AVED:EX; Simmons, Vicki AVED:EX
Subject: FYI: BN Approved 91320 Fraser International College Location Change

Hello,

Pls see attached BN and accompanying letter which both have been approved and signed off by the Minister. Pls advise as to if I can mail the letter out. Thank you ☺

Keely Brandt
Administrative Coordinator

Governance and Quality Assurance Branch

Ministry of Advanced Education

Phone: 250 356-5406

Fax: 250 387-3750

Email: Keely.Brandt@gov.bc.ca

From: Brandt, Keely AVED:EX
To: Rogers, Dorothy AVED:EX; Simmons, Vicki AVED:EX;
Subject: FYI: BN Approved 91320 Fraser International College Location Change
Date: Wednesday, August 22, 2012 10:50:03 AM
Attachments: 91320 - Letter to FIC Location Change.pdf
91320 - Fraser Intl College Location Change.pdf

Hello,

Pls see attached BN and accompanying letter which both have been approved and signed off by the Minister. Pls advise as to if I can mail the letter out. Thank you ☺

Keely Brandt

Administrative Coordinator
Governance and Quality Assurance Branch

Ministry of Advanced Education
Phone: 250 356-5406
Fax: 250 387-3750
Email: Keely.Brandt@gov.bc.ca

From: Simmons, Vicki AVED:EX
To: Kisilewich, Nicole AVED:EX;
Subject: CLIFF# and Folder
Date: Wednesday, August 8, 2012 2:27:00 PM

Hi Nicole,

Can I please get another CLIFF# and folder for the following Decision Note and Minister's Letter:

Issue: Fraser International College – Location Change

File#: 60120-20/FIC

Thanks,

Vicki

Vicki Simmons
Governance and Quality Assurance Branch

BC Ministry of Advanced Education

3rd Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: Christa Ovenell
To: Simmons, Vicki AVED:EX;
Subject: RE: Update: Fraser International College relocation
Date: Tuesday, July 17, 2012 1:54:23 PM

Hi Vicki,

The new address is

Fraser International College (FIC)

Simon Fraser University
8999 Nelson Way
Burnaby BC
Canada V5A 4B5

Let me know if you need anything else,

Christa Ovenell
Principal



Fraser International College (FIC)

Simon Fraser University
Suite 100, 8900 Nelson Way
Burnaby BC
Canada V5A 4W9

P: +1 778 782 5947
F: +1 778 782 5101
W: www.fraseric.ca

From: Simmons, Vicki AVED:EX [mailto:Vicki.Simmons@gov.bc.ca]
Sent: July-17-12 11:56 AM
To: Christa Ovenell
Subject: RE: Update: Fraser International College relocation

Hi Christa,

Can you please let me know the address for the new building?

Thanks,
Vicki

Vicki Simmons

Governance and Quality Assurance Branch
BC Ministry of Advanced Education
1st Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: Christa Ovenell [<mailto:Christa.Ovenell@fraseric.ca>]
Sent: Tuesday, June 19, 2012 4:06 PM
To: AVED Degree Quality Assessment Board Secretariat AVED:EX
Cc: Simmons, Vicki AVED:EX; Bev Hudson
Subject: Update: Fraser International College relocation

To whom it may concern,

In September 2012, Fraser International College (FIC) will be moving from the two current buildings it occupies on the SFU campus to a new building on the SFU campus. As per the FIC/SFU agreement, SFU provides suitable teaching and administration space for FIC to operate as well as allow the students to use all the facilities available to students at SFU including but not limited to Library, computer facilities, food services and recreation facilities. The current buildings that FIC uses on the SFU campus are the portable building with five classrooms known as South East Corner Building and the eight classroom/one computer laboratory configuration in the building called the Multi-Tenant Facility. The move will allow FIC to contain all teaching and administrative spaces in one building. The new building will have 17 general-purpose classrooms, one biology lab, one physics lab, and two computer labs. FIC's new teaching space is being outfitted by SFU to standards in line with all other buildings on the campus. It is expected that the move will take place between August 21-September 3, 2012 when the renovation is completed.

Institutions are asked to provide the following information to the DQAB regarding the proposed new campus and indicate how current standards will be maintained during the transition. Please accept this letter as confirmation that all standards will be maintained and enhanced during our transition period to the new building.

Facilities and infrastructure

The new location has better facilities, equipment and technology. All classrooms are outfit with standard SFU equipment, including digital overhead projectors, whiteboards, and jacks for laptops or alternate screen technology. The new

building has two computer labs, allowing students access to computers throughout the day even if they are not in a Computing class. It also has classrooms specifically outfitted for teaching Biology, Physics, and Engineering science courses and houses additional Instructor preparation spaces. FIC students continue to have access to all library services on the SFU campuses.

Academic standards

The new location will only enhance the already high academic standards upheld at FIC. The move to the new building will take place during the semester break when no classes are in session and all students will receive orientation to the new building, during the first week of September.

Resources

The new location will allow FIC to enhance services. Students will continue to have access to all the resources available to students at SFU. The administrative staff will move to a new centralized location in the building, providing better service to both students and instructors. All access to current resources will be exactly equivalent in the new building. New Instructional staff will undergo the same orientation and training we have always conducted and as per our agreement with SFU, the content of all courses delivered at FIC is overseen by an SFU Course Coordinator who ensures rigorous standards are met at all points through the semester.

Information for students, staff and faculty

Students, staff and faculty have been informed of the upcoming change in location, and have expressed considerable excitement at the prospect. The new building is visible from our current location, just across a small road. Students, staff and faculty have all been watching the renovations with interest, and we continue to use standard methods of communication—email, twitter, portal notifications and written notices—to ensure all students, staff and faculty are aware of the upcoming move. The move will allow us to offer appropriate standard of care for students, staff or instructors with disabilities, and provide access to better classroom and non-instructional space for the entire community.

Policies, procedures and organizational culture

Operations at the new location will be managed in accordance with the formally stated policies of the central administration. The additional space will allow us to

offer more and better student success initiatives which will further enhance the student experience at FIC.

We can provide access to the building before our scheduled move-in date in late August, but only after 4 p.m. In the meantime, I have attached architectural drawings for your perusal. If I can be of any further assistance please don't hesitate to contact me.

Christa Ovenell
Academic Director



Fraser International College (FIC)

Simon Fraser University
Suite 100, 8900 Nelson Way
Burnaby BC
Canada V5A 4W9

P: +1 778 782 5947
F: +1 778 782 5101
W: www.fraseric.ca

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filtering.

<http://www.mailguard.com.au/mg>

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From: Simmons, Vicki AVED:EX
To: Rogers, Dorothy AVED:EX; Mayer, Craig W AVED:EX;
Subject: FW: getting our annual meeting scheduled
Date: Thursday, June 14, 2012 9:32:00 AM

FYI – this will have to be added to the July agenda.

Vicki Simmons
Governance and Quality Assurance Branch
BC Ministry of Advanced Education
1st Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: Simmons, Vicki AVED:EX
Sent: Thursday, June 14, 2012 9:30 AM
To: 'Christa Ovenell'
Cc: 'Bev Hudson'
Subject: RE: getting our annual meeting scheduled

Hi Christa,

As you know, a change of location requires a change to FIC's consent, as consent is site specific under the DAA.

The process to obtain a change in consent in this regard requires the following:

- a site visit to the new location by representatives of the Secretariat once the space is identified
- a report will then be provided to the DQAB regarding how the new site meets the criteria
- the DQAB would make a recommendation to the Minister
- a signed change to the consent from the Minister regarding the new location.

Under the action items in FIC's Annual Performance Report, we noted that once the new campus location is complete, FIC was to contact the Ministry to arrange representatives to visit the location and provide a report to the Degree Quality Assessment Board to make a recommendation to the Minister as to whether the new location meets the established criteria to the same extent as the original

location.

Institutions are asked to provide the following information to the DQAB regarding the proposed new campus and indicate how current standards will be maintained during the transition. The Board will review the proposed change against the established criteria and/or operational guidelines relevant to the change.

Facilities and infrastructure

- The new location has equivalent facilities, equipment and technology, including laboratories, classrooms, library, technology and specialized equipment available for students, faculty and staff.
- The institution demonstrates that the appropriate equipment, information and learning resources are maintained during the transition to the new location if necessary.

Academic standards

- The institution has taken measures to ensure that the academic standards of all degree programs offered under consent would not be affected.
- The institution demonstrates that a stable learning environment for students will be maintained during the transition.

Resources

- The institution has taken measures to ensure that resources (staffing, support services, technology, library, etc.) for students and faculty are not adversely affected or diminished.
- Students, faculty and staff will have equivalent access to and availability of resources at the new location.
- The institution demonstrates that faculty recruited to teach at the new site will maintain equivalent standards in accordance with the established criteria.

Information for students, staff and faculty

- Information given to faculty, staff, and students includes directions about the plans for relocation and appropriate channels are in place for faculty, staff and students to raise concerns or complaints about the change in location and that the institution takes these concerns under consideration in its planning process.

Policies, procedures and organizational culture

- Operations at the new location are managed in accordance with the formally stated policies of the central administration.

- There are measures to ensure that the organizational culture of the campus is transferred to the new campus to a sufficient degree to ensure a culture appropriate to an institution offering their specific degree programs.

Please provide a letter to the Board that addresses all of these items and we will make arrangements as quickly as possible to come and view the new facilities to be able to provide our report to the Board for their meeting in July. Let me know if you have any questions.

Thanks,
Vicki

Vicki Simmons
Governance and Quality Assurance Branch
BC Ministry of Advanced Education
1st Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: Christa Ovenell [mailto:Christa.Ovenell@fraseric.ca]
Sent: Tuesday, June 12, 2012 2:43 PM
To: Simmons, Vicki AVED:EX
Subject: RE: getting our annual meeting scheduled

That's great. There really are no substantial changes on our end so your time may be spent better elsewhere (but we will have a brand new building (we're moving across the street in August!!) so you may like to visit us regardless!

Christa Ovenell
Academic Director



Fraser International College (FIC)
Simon Fraser University
Suite 100, 8900 Nelson Way
Burnaby BC
Canada V5A 4W9

P: +1 778 782 5947
F: +1 778 782 5101
W: www.fraseric.ca

From: Simmons, Vicki AVED:EX [mailto:Vicki.Simmons@gov.bc.ca]
Sent: June-12-12 2:42 PM
To: Christa Ovenell
Subject: RE: getting our annual meeting scheduled

Hi Christa,

I would like to wait until after the reports are submitted since we determine whether a site visit every is necessary on a case-by-case basis. If so, I will contact you in early August to make arrangements.

Thanks,
Vicki

Vicki Simmons
Governance and Quality Assurance Branch
BC Ministry of Advanced Education
1st Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: Christa Ovenell [mailto:Christa.Ovenell@fraseric.ca]
Sent: Tuesday, June 12, 2012 1:44 PM
To: Simmons, Vicki AVED:EX
Subject: getting our annual meeting scheduled

Hello Vicki,

I'm looking towards completing our annual report and note that one of the boxes I must tick is that I have scheduled a meeting with you folks! Can you let me know when you'd like to meet?

Hope you're enjoying "Junuary"...

Christa Ovenell
Academic Director



Fraser International College (FIC)

Simon Fraser University
Suite 100, 8900 Nelson Way
Burnaby BC
Canada V5A 4W9

P: +1 778 782 5947

F: +1 778 782 5101

W: www.fraseric.ca

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From: Simmons, Vicki AVED:EX
To: "Christa Ovenell";
cc: "Bev Hudson";
Subject: RE: getting our annual meeting scheduled
Date: Thursday, June 14, 2012 9:30:00 AM

Hi Christa,

As you know, a change of location requires a change to FIC's consent, as consent is site specific under the DAA.

The process to obtain a change in consent in this regard requires the following:

- a site visit to the new location by representatives of the Secretariat once the space is identified
- a report will then be provided to the DQAB regarding how the new site meets the criteria
- the DQAB would make a recommendation to the Minister
- a signed change to the consent from the Minister regarding the new location.

Under the action items in FIC's Annual Performance Report, we noted that once the new campus location is complete, FIC was to contact the Ministry to arrange representatives to visit the location and provide a report to the Degree Quality Assessment Board to make a recommendation to the Minister as to whether the new location meets the established criteria to the same extent as the original location.

Institutions are asked to provide the following information to the DQAB regarding the proposed new campus and indicate how current standards will be maintained during the transition. The Board will review the proposed change against the established criteria and/or operational guidelines relevant to the change.

Facilities and infrastructure

- The new location has equivalent facilities, equipment and technology, including laboratories, classrooms, library, technology and specialized equipment available for students, faculty and staff.
- The institution demonstrates that the appropriate equipment, information and learning resources are maintained during the transition to the new location if necessary.

Academic standards

- The institution has taken measures to ensure that the academic standards

- of all degree programs offered under consent would not be affected.
- The institution demonstrates that a stable learning environment for students will be maintained during the transition.

Resources

- The institution has taken measures to ensure that resources (staffing, support services, technology, library, etc.) for students and faculty are not adversely affected or diminished.
- Students, faculty and staff will have equivalent access to and availability of resources at the new location.
- The institution demonstrates that faculty recruited to teach at the new site will maintain equivalent standards in accordance with the established criteria.

Information for students, staff and faculty

- Information given to faculty, staff, and students includes directions about the plans for relocation and appropriate channels are in place for faculty, staff and students to raise concerns or complaints about the change in location and that the institution takes these concerns under consideration in its planning process.

Policies, procedures and organizational culture

- Operations at the new location are managed in accordance with the formally stated policies of the central administration.
- There are measures to ensure that the organizational culture of the campus is transferred to the new campus to a sufficient degree to ensure a culture appropriate to an institution offering their specific degree programs.

Please provide a letter to the Board that addresses all of these items and we will make arrangements as quickly as possible to come and view the new facilities to be able to provide our report to the Board for their meeting in July. Let me know if you have any questions.

Thanks,
Vicki

Vicki Simmons
Governance and Quality Assurance Branch
BC Ministry of Advanced Education
1st Floor, 835 Humboldt St

PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: Christa Ovenell [mailto:Christa.Ovenell@fraseric.ca]
Sent: Tuesday, June 12, 2012 2:43 PM
To: Simmons, Vicki AVED:EX
Subject: RE: getting our annual meeting scheduled

That's great. There really are no substantial changes on our end so your time may be spent better elsewhere (but we will have a brand new building (we're moving across the street in August!!) so you may like to visit us regardless!

Christa Ovenell
Academic Director



Fraser International College (FIC)
Simon Fraser University
Suite 100, 8900 Nelson Way
Burnaby BC
Canada V5A 4W9

P: +1 778 782 5947
F: +1 778 782 5101
W: www.fraseric.ca

From: Simmons, Vicki AVED:EX [mailto:Vicki.Simmons@gov.bc.ca]
Sent: June-12-12 2:42 PM
To: Christa Ovenell
Subject: RE: getting our annual meeting scheduled

Hi Christa,

I would like to wait until after the reports are submitted since we determine whether a site visit every is necessary on a case-by-case basis. If so, I will contact you in early August to make arrangements.

Thanks,
Vicki

Vicki Simmons

Governance and Quality Assurance Branch
BC Ministry of Advanced Education
1st Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: Christa Ovenell [<mailto:Christa.Ovenell@fraseric.ca>]

Sent: Tuesday, June 12, 2012 1:44 PM

To: Simmons, Vicki AVED:EX

Subject: getting our annual meeting scheduled

Hello Vicki,

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Hope you're enjoying "January"...

Christa Ovenell
Academic Director



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From: William Ko
To: Simmons, Vicki AVED:EX;
Subject: RE: 2010/2011 Annual Performance Report_ File #: 60100-30/FIC/
MONITOR
Date: Wednesday, June 6, 2012 2:47:50 PM
Attachments: Navitas Limited Annual Report 2011.pdf

Hi Vicki,

Attached is the Annual report.

Regards,

William Ko
Business and Finance Director



Fraser International College (FIC)

Simon Fraser University
Suite 100, 8900 Nelson Way
Burnaby, BC
Canada V5A 4W9

P: +1 778 782 5011
F: +1 778 782 5101
W: www.fraseric.ca
E: william.ko@fraseric.ca

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From: Simmons, Vicki AVED:EX [<mailto:Vicki.Simmons@gov.bc.ca>]
Sent: June-06-12 2:22 PM
To: Bev Hudson
Cc: Christa Ovenell
Subject: RE: 2010/2011 Annual Performance Report_ File #: 60100-30/FIC/
MONITOR

Hi Ms. Hudson,

I am following up regarding last year's annual reporting documents. In your 10/11 report, you noted that the audited financial statements were to be provided in the fall. I don't seem to have received a copy and I wanted to check to see if you can please send them to us as soon as possible.

Thank you,
Vicki Simmons

Vicki Simmons

Governance and Quality Assurance Branch
BC Ministry of Advanced Education

1st Floor, 835 Humboldt St

PO Box 9177 Stn Prov Govt

Victoria BC V8W 9H8

(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: Bev Hudson [<mailto:Bev.Hudson@fraseric.ca>]

Sent: Monday, January 2, 2012 2:28 PM

To: AVED Degree Quality Assessment Board Secretariat AVED:EX

Cc: Christa Ovenell

Subject: RE: 2010/2011 Annual Performance Report_ File #: 60100-30/FIC/
MONITOR

Thank you very much for the opportunity to participate in the annual review this past November. We found it to be an informative and instructive process

We have now had a chance to review the Annual Performance Report and feel it adequately reflects our operations at Fraser International College. However, we noted two very small areas requiring further clarification.

In the section entitled "General Observations", a notation has been made that "*Students on academic probation are required to attend and pass the "Reboot" course, otherwise they will be suspended from the program. Some of the topics include time management, study skills, exam preparation and goal setting. Students at academic risk are also referred directly to an advisor during the term if there are indications that they are struggling or have less than 80% attendance.*" Please note that the Reboot course is not mandatory for students on Academic Probation, but an optional support class we offer to help students get "back on track." Students who don't opt to take the class are provided with one-one advising and have a myriad of other support opportunities available to them.

The second area requiring further clarification is in Recommendations for Improvement and the Appendix from BCCAT, entitled "Institution Specific

Comments.” Please note that we are currently in discussion with our partner, SFU, to discuss the suitability of FIC academics attending the BCCAT Transfer and Articulation Committee meetings in the new academic year as the FIC courses are all SFU courses.

Thank you again for the opportunity to take part in the review process.

Sincerely,

Bev Hudson
College Director and Principal

Christa Ovenell
Academic Director



Fraser International College (FIC)

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Burnaby, BC
Canada V5A 4W9

P: +1 778 782 5011

F: +1 778 782 5101

From: AVED Quality Assurance & Sector Labour Relations Branch AVED:EX [<mailto:AVED.Governance&QualityAssuranceBr@gov.bc.ca>]

Sent: December-06-11 9:29 AM

To: Bev Hudson

Cc: 'christa.overnell@fraseric.ca'; AVED Quality Assurance & Sector Labour Relations Branch AVED:EX; AVED Degree Quality Assessment Board Secretariat AVED:EX

Subject: 2010/2011 Annual Performance Report

To: bev.hudson@fraseric.ca

cc: christa.overnell@fraseric.ca

Re: 2010/2011 Annual Performance Report

File #: 60100-30/FIC/MONITOR

Dear Ms. Hudson:

Attached for your information and review is the annual performance report

for Fraser International College (FIC). This report has been prepared by the Ministry and Degree Quality Assessment Board (DQAB) Secretariat on the 2010/2011 annual reporting cycle and contains information submitted in your Annual Report and the Annual Performance Meeting(s) conducted on November 3, 2011.

Your annual performance report is scheduled for discussion by the DQAB at the January 16, 2012, meeting. FIC may provide a written response to be submitted along with the report for consideration by the DQAB.

If you wish to provide a response, it must be submitted to the Board electronically via the DQAB Secretariat at: DQABsecretariat@gov.bc.ca by January 5, 2012.

Please let me know if you have any questions or concerns.

Thank you,

Tony Loughran
Executive Director
Quality Assurance and Sector Labour Relations Branch
Ministry of Advanced Education

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From: Simmons, Vicki AVED:EX
To: "Bev Hudson";
cc: "Christa Ovenell";
Subject: RE: 2010/2011 Annual Performance Report_ File #: 60100-30/FIC/
MONITOR
Date: Wednesday, June 6, 2012 2:21:00 PM

Hi Ms. Hudson,

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Thank you,
Vicki Simmons

Vicki Simmons

Governance and Quality Assurance Branch
BC Ministry of Advanced Education

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(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: Bev Hudson [mailto:Bev.Hudson@fraseric.ca]
Sent: Monday, January 2, 2012 2:28 PM
To: AVED Degree Quality Assessment Board Secretariat AVED:EX
Cc: Christa Ovenell
Subject: RE: 2010/2011 Annual Performance Report_ File #: 60100-30/FIC/
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Sincerely,

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College Director and Principal

Christa Ovenell
Academic Director



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From: AVED Quality Assurance & Sector Labour Relations Branch AVED:EX [mailto:AVED.Governance&QualityAssuranceBr@gov.bc.ca]

Sent: December-06-11 9:29 AM

To: Bev Hudson

Cc: 'christa.overnell@fraseric.ca'; AVED Quality Assurance & Sector Labour Relations Branch AVED:EX; AVED Degree Quality Assessment Board Secretariat AVED:EX

Subject: 2010/2011 Annual Performance Report

To: bev.hudson@fraseric.ca
cc: christa.overnell@fraseric.ca

Re: 2010/2011 Annual Performance Report

File #: 60100-30/FIC/MONITOR

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Executive Director
Quality Assurance and Sector Labour Relations Branch
Ministry of Advanced Education

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From: AVED Degree Quality Assessment Board Secretariat AVED:EX
To: "Bev Hudson";
cc: "Christa Ovenell";
Subject: Annual Reporting Requirements - Fraser International College
Date: Tuesday, May 1, 2012 1:53:00 PM
Attachments: Fraser International College.pdf
2012 - Financial Security Policy.pdf
2012 - Financial Security Calculation Spreadsheet.xls
2012 - Reporting Template.doc

Hi Ms. Hudson,

Please see the attached letter and attachments regarding the Annual Reporting Requirements for July.

Vicki Simmons
Governance and Quality Assurance Branch

BC Ministry of Advanced Education

1st Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: AVED Degree Quality Assessment Board Secretariat AVED:EX
To: Mayer, Craig W AVED:EX; Rogers, Dorothy AVED:EX;
Subject: FW: 2010/2011 Annual Performance Report_ File #: 60100-30/FIC/
MONITOR
Date: Tuesday, January 3, 2012 7:30:00 AM
Attachments: FIC - Annual Performance Report 2011.pdf

Hi Craig,

Below is FIC's response to their performance report and I have attached the report as well for the Board package.

Thanks,
Vicki

Vicki Simmons
Quality Assurance and Sector Labour Relations Branch
BC Ministry of Advanced Education
1st Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
(T) 250-356-2067 | (F) 250-356-8851 | (E) vicki.simmons@gov.bc.ca

From: Bev Hudson [mailto:Bev.Hudson@fraseric.ca]
Sent: Monday, January 2, 2012 2:28 PM
To: AVED Degree Quality Assessment Board Secretariat AVED:EX
Cc: Christa Ovenell
Subject: RE: 2010/2011 Annual Performance Report_ File #: 60100-30/FIC/
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Bev Hudson
College Director and Principal

Christa Ovenell
Academic Director



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Canada V5A 4W9

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F: +1 778 782 5101

From: AVED Quality Assurance & Sector Labour Relations Branch AVED:EX [mailto:AVED.Governance&QualityAssuranceBr@gov.bc.ca]

Sent: December-06-11 9:29 AM

To: Bev Hudson

Cc: 'christa.overnell@fraseric.ca'; AVED Quality Assurance & Sector Labour Relations Branch AVED:EX; AVED Degree Quality Assessment Board Secretariat AVED:EX

Subject: 2010/2011 Annual Performance Report

To: bev.hudson@fraseric.ca

cc: christa.overnell@fraseric.ca

Re: 2010/2011 Annual Performance Report

File #: 60100-30/FIC/MONITOR

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Thank you,

Tony Loughran
Executive Director
Quality Assurance and Sector Labour Relations Branch
Ministry of Advanced Education

Attachment

From: Bev Hudson
To: AVED Degree Quality Assessment Board Secretariat AVED:EX;
cc: Christa Ovenell;
Subject: RE: 2010/2011 Annual Performance Report_ File #: 60100-30/FIC/
MONITOR
Date: Monday, January 2, 2012 2:27:45 PM

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Bev Hudson
College Director and Principal

Christa Ovenell
Academic Director



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From: AVED Quality Assurance & Sector Labour Relations Branch AVED:EX [mailto:AVED.Governance&QualityAssuranceBr@gov.bc.ca]

Sent: December-06-11 9:29 AM

To: Bev Hudson

Cc: 'christa.overnell@fraseric.ca'; AVED Quality Assurance & Sector Labour Relations Branch AVED:EX; AVED Degree Quality Assessment Board Secretariat AVED:EX

Subject: 2010/2011 Annual Performance Report

To: bev.hudson@fraseric.ca

cc: christa.overnell@fraseric.ca

Re: 2010/2011 Annual Performance Report

File #: 60100-30/FIC/MONITOR

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Thank you,

Tony Loughran
Executive Director
Quality Assurance and Sector Labour Relations Branch
Ministry of Advanced Education

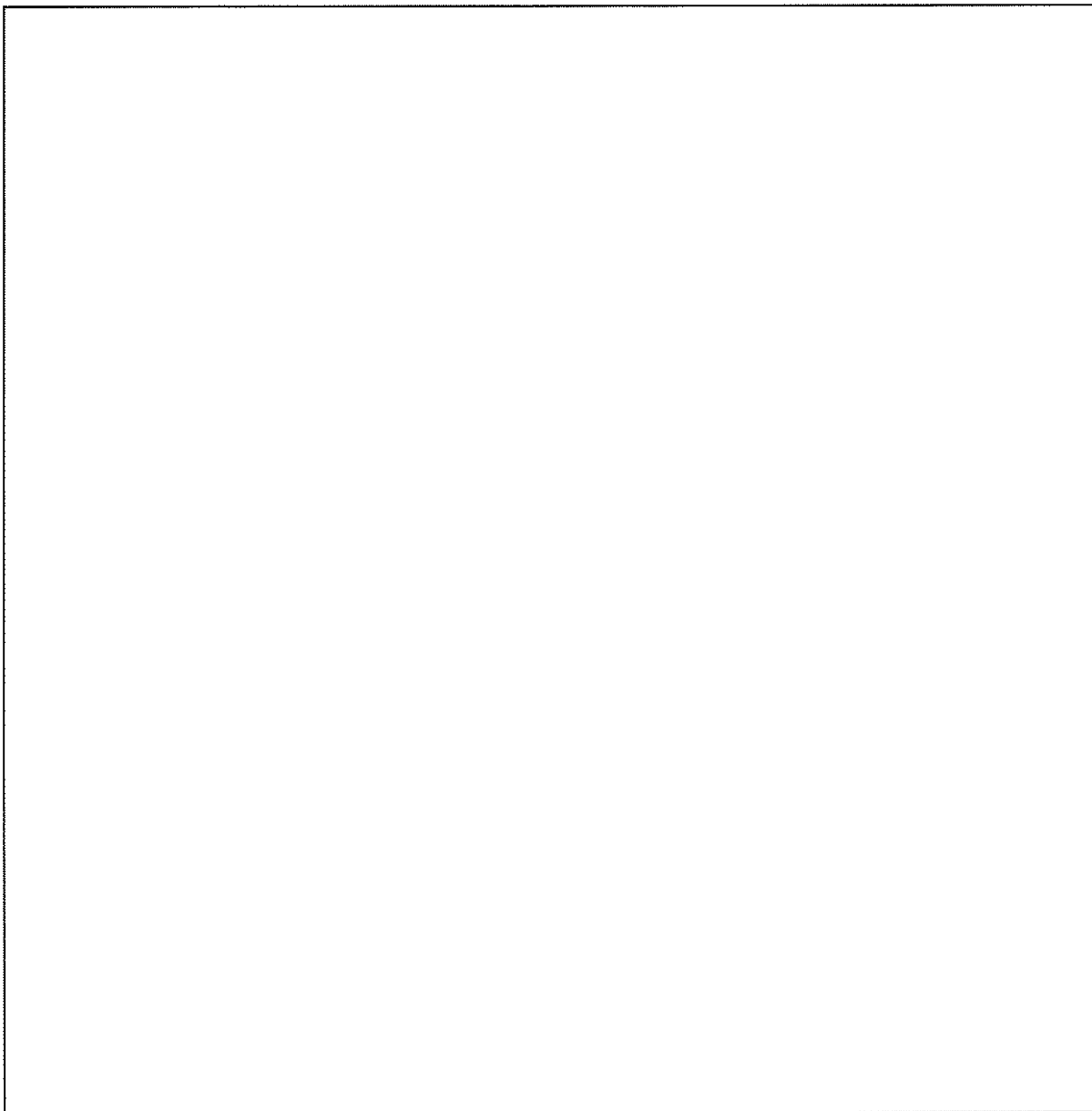
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From: no-reply@bcega.ca
To: christa.ovenell@fraseric.ca;
cc: [AEIT Education Quality Assurance AEIT:EX](#);
Subject: BCCIE - EQA Designation Renewal | Fraser International College
Date: Wednesday, May 1, 2013 10:45:58 AM



May 01, 2013

Christa Ovenell
Academic Director
Fraser International College

8999 Nelson Way
Burnaby, BC
Canada V5A 4B5
Email: christa.ovenell@fraseric.ca

Dear Christa Ovenell,

We are pleased to **confirm the renewal of your institution's provincial Education Quality Assurance (EQA) Designation for the May 01, 2013 through Apr 30, 2014 EQA Designation Year.**

Thank you very much for your continued support and participation in the provincial EQA Designation.

THE EQA ADVANTAGE(S)

We want to take this opportunity to ensure you are aware of and participating in some of the additional advantages available to your institution in having the EQA Designation and being involved with BCCIE, such as:

- Having **your institution recognized as a BC EQA-Designated school and included in the official Registry of EQA Institutions that is sent by the Ministry each month to Citizenship and Immigration Canada officers and international Consular General Offices/Embassies.**

- **Attend BCCIE's annual conference (Summer Seminar)**

Over 200 delegates from across Canada, plenary sessions, Thought Leader Dialogues, Pre-conference Specialized Workshops, among others.

- **Participate in sector roundtables** throughout the year to ensure your institution is participating in industry discussion, planning and decision making for your specific educational community and the provincial international education sector.
- Register your staff to **attend monthly professional development training sessions** on a variety of topics including creating brand identity, recruitment in BC and abroad, dealing with issues in the classroom, etc.
- **Include your institution in pertinent collateral and discussions** as BCCIE staff work to promote the BC education system, the EQA Designation and EQA-designated schools to international learners, institutions, agencies and governments around the world.

- **Receive BCCIE's e-newsletter** to keep abreast of upcoming industry events, professional development opportunities and industry news.
- **Visit the "For Educators" section of our BCCIE website** to access professional resources such as past professional development sessions, country and market reports, etc.

Please note that institutions are advised to stay up to date with the requirements for maintaining EQA Designation status and related responsibilities. For current information, please refer to the *EQA Policy and Procedures Manual* which is updated regularly and available online at www.aved.gov.bc.ca/education_quality_assurance/welcome.htm.

PROFILING YOUR INSTITUTION ON THE EQA WEBSITE

The EQA website promotes each institution on the *Registry of EQA Institutions*, the EQA rotating gallery of images on all inside pages as well as the *Find a BC School Map* (available on both the EQA, BCCIE and Study in BC websites).

If your institution has not already done so, we would encourage institutions to submit photographs of each campus location to bceqa@bccie.bc.ca so that we can upload those images to our site to maximize our ability to profile your institution.

We require that submitted photographs -

- Ideally be in a high-resolution 300 dpi format
- Provide at least one image of outdoor buildings for each campus location(s) (to be used on the Registry Profile)
- Include additional shots of school facilities (classrooms, labs, libraries)
- Do not include close-up photos of students unless they highlight facilities such as computer labs, vocational training studios, or other descriptive educational shots
- Be submitted with a signed *Image Submission and Permissions (ISP) Form*, authorizing the usage of your image(s) and/or logo by the BCCIE for promotional purpose on the BCCIE and EQA websites and printed collateral materials. Please contact our office if you require an *ISP Form*.

Please do not hesitate to contact our office if you have any questions or require further information about the EQA Designation or the BC Council for International Education.

Sincerely,

Paola Portaro

Manager

BC Education Quality Assurance

BC Council for International Education

Suite 603 - 409 Granville Street

Vancouver, British Columbia

V6C 1T2 CANADA

T 1.604.637.6756 | F 1.604.637.6765 | E bceqa@bccie.bc.ca

EQA www.bceqa.ca | BCCIE www.bccie.bc.ca

From: AEIT Education Quality Assurance AEIT:EX
To: "Paola Portaro";
cc: AEIT Education Quality Assurance AEIT:EX; Simmons, Vicki AEIT:EX;
Brucker, Laurie AEIT:EX;
Subject: RE: EQA Application - Fraser International College
Date: Wednesday, May 1, 2013 10:34:01 AM
Attachments: Fraser International College - May 1, 2013.pdf

Hi Paola,

Please find attached the Ministry Verification Form pertaining to the EQA renewal application for Fraser International College, approved for renewal of their EQA designation effective May 1, 2013.

Thank you,
Janet

From: Paola Portaro [mailto:pportaro@bccie.bc.ca]
Sent: Thursday, April 25, 2013 4:50 PM
To: AEIT Education Quality Assurance AEIT:EX
Cc: BCEQA Distro
Subject: RE: EQA Application - Fraser International College

Hello,
Please find attached the Ministry Verification Form pertaining to the EQA renewal application for Fraser International College.
Please let me know if you have any questions.

Thank you for your assistance,
Paola

Paola Portaro
Manager, Education Quality Assurance (EQA) and Programs

BC Council for International Education

Suite 603 - 409 Granville Street

Vancouver, British Columbia

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T 1.604.637.6756 | E bceqa@bccie.bc.ca | F. 1.604.637.6765

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Join us for Summer Seminar: June 23-26, 2013

Full conference early bird rates apply until April 1

From: Paola Portaro
To: AEIT Education Quality Assurance AEIT:EX;
cc: BCEQA Distro;
Subject: RE: EQA Application - Fraser International College
Date: Thursday, April 25, 2013 4:50:49 PM
Attachments: FIC - MVF Renewal (25Apr2013).pdf

Hello,
Please find attached the Ministry Verification Form pertaining to the EQA renewal application for Fraser International College.
Please let me know if you have any questions.

Thank you for your assistance,
Paola

Paola Portaro
Manager, Education Quality Assurance (EQA) and Programs

BC Council for International Education

Suite 603 - 409 Granville Street

Vancouver, British Columbia

V6C 1T2 CANADA

T 1.604.637.6756 | E bceqa@bccie.bc.ca | F. 1.604.637.6765

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Join us for Summer Seminar: June 23-26, 2013

Full conference early bird rates apply until April 1

From: AVED Education Quality Assurance AVED:EX
To: "Sandra Partridge"; "Karen Yuen";
cc: AVED Education Quality Assurance AVED:EX; Simmons, Vicki AVED:EX;
Subject: RE: MVF - 2012 Fraser International College EQA Renewal (25Apr12)
Date: Wednesday, April 25, 2012 3:35:32 PM
Attachments: Fraser International College - Apr 25, 2012.pdf

Hi Sandra/Karen,
Please see the attached, signed MVF for Fraser International College, dated April 25, 2012.

Thanks,
Janet

From: Sandra Partridge [mailto:spartridge@bccie.bc.ca]
Sent: Thursday, April 19, 2012 4:10 PM
To: AVED Education Quality Assurance AVED:EX
Cc: BCEQA Distro
Subject: FIC: MVF - 2012 EQA Renewal (19Apr12)

Hi Janet,

Please find attached the Ministry Verification Form and the campus locations pertaining to the EQA renewal application for the above institution for your review and process.

Let us know if you have any questions.

Thanks for your assistance,
Sandra

Karen

Sandra Partridge
Senior Manager
Education Quality Assurance (EQA)

Karen Yuen
Coordinator

BC Council for International Education
Suite 603 - 409 Granville Street
Vancouver, British Columbia
V6C 1T2 CANADA
T 1.604.637.6756 | E bceqa@bccie.bc.ca | F. 1.604.637.6765

eqa www.bceqa.ca | bccie www.bccie.bc.ca | bcsac www.bccie.bc.ca/bcsac

Online conference registration is open until June 8, 2012.

BCCIE Summer Seminar 2012: Kelowna, BC, June 24-27

From: Sandra Partridge
To: AVED Education Quality Assurance AVED:EX;
cc: BCEQA Distro;
Subject: FIC: MVF - 2012 EQA Renewal (19Apr12)
Date: Thursday, April 19, 2012 4:15:04 PM
Attachments: FIC - 2012 MVF Renewal (19Apr12).pdf
FIC - 2012 MVF Renewal Addresses (19Apr12).pdf

Hi Janet,

Please find attached the Ministry Verification Form and the campus locations pertaining to the EQA renewal application for the above institution for your review and process.

Let us know if you have any questions.

Thanks for your assistance,
Sandra

Karen

Sandra Partridge
Senior Manager
Education Quality Assurance (EQA)

Karen Yuen
Coordinator

BC Council for International Education

Suite 603 - 409 Granville Street
Vancouver, British Columbia
V6C 1T2 CANADA

T 1.604.637.6756 | E bceqa@bccie.bc.ca | F. 1.604.637.6765

eqa www.bceqa.ca | bccie www.bccie.bc.ca | bcsac www.bccie.bc.ca/bcsac

Online conference registration is open until June 8, 2012.

BCCIE Summer Seminar 2012: Kelowna, BC, June 24-27



DEGREE QUALITY ASSESSMENT BOARD

July 31, 2012

File#: 60120-20/FIC

Ms. Beverly Hudson
College Director and Principal
Fraser International College
Discovery Park Suite 100, 8900 Nelson Way
Burnaby BC V5A 4W9

Dear Ms. Hudson:

My purpose in writing is to share with you the outcome of the Degree Quality Assessment Board (the Board) meeting held on July 16, 2012.

At its meeting, the Board considered Fraser International College's proposed location change. The Board will be recommending the Minister grant a change of consent for Fraser International College to relocate its campus to 8999 Nelson Way with the understanding that students, faculty and staff will have equivalent access to and availability of resources of those that were available at the current location and the College will provide assistance and support for students and faculty with respect to any issues that may arise with moving to the new location.

If you have questions regarding this letter or the degree quality assessment process, please do not hesitate to contact the Secretariat at DQABsecretariat@gov.bc.ca.

The Board would like to wish you continued success.

Sincerely,

Dr. Nicholas Rubidge
Chair

pc: Ms. Christa Ovenell, Academic Director
Fraser International College

Degree Quality Assessment Board
PO Box 9883 Stn Prov Govt
Victoria BC V8W 9T6

Telephone: (250) 387-5406
Facsimile: (250) 356-8851



Our Ref: 91320
File#: 60120-20/FIC
60100-30/FIC/0809FIC0001

AUG 22 2012

Ms. Beverly Hudson
College Director and Principal
Fraser International College
Discovery Park Suite 100, 8900 Nelson Way
Burnaby BC V5A 4W9

Dear Ms. Hudson:

This letter is to acknowledge that Fraser International College has requested a change of location for its consent under the *Degree Authorization Act*.

As you know, the *Standard Terms and Conditions of Consent* require that the consent holder inform the Minister before implementation of any material change in circumstance or of substantive changes which may change the scope of consent. The Degree Quality Assessment Board has reviewed this request and has recommended a change in consent for Fraser International College to change its campus location.

As such, consent has been amended accordingly and Fraser International College is permitted to offer the Associate of Arts degree under the *Degree Authorization Act* at its new location at 8999 Nelson Way in Burnaby British Columbia. The terms and conditions of consent continue to apply.

Please continue to keep the Ministry informed of any changes at Fraser International College. I wish you continued success at your new campus location.

Sincerely,

Honourable Naomi Yamamoto
Minister

pc: Ms. Christa Ovenell, Academic Director
Fraser International College

Degree Quality Assessment Board



MAY 28 2010

Our Ref. 75983
File #: 60100-30/FIC/
0809FIC0001

Ms. Beverly J. Hudson
College Director and Principal
Fraser International College
Simon Fraser University
Discovery Park, MTF Building
100 – 8900 Nelson Way
Burnaby BC V5A 4W9

Dear Ms. Hudson:

The degree proposal submitted by Fraser International College for the Associate of Arts has now completed all stages in the degree quality assessment process established under the *Degree Authorization Act* (DAA).

The Degree Quality Assessment Board reviewed the proposal at its meeting on October 19, 2009, and found that it met the organization and degree program criteria for private and out-of-province public institutions.

As a result, I am pleased to advise that consent is given to Fraser International College to provide, advertise and grant an Associate of Arts under section 3(1) of the DAA for a term of five years with the attached *Standard Terms and Conditions of Consent* which applies to all institutions receiving consent.

I wish you every success in implementing this new degree program.

Sincerely,

Moira Stilwell, MD FRCP (C)
Minister

Attachment

pc: Ms. Barbara Davis-Leigh, Academic Director
Fraser International College

Degree Quality Assessment Board

Ministry of
Advanced Education
and Labour Market
Development

Office of the
Minister

Mailing Address:
PO Box 9059 Stn Prov Govt
Victoria BC V8W 9E2

Location:
Parliament Buildings
Victoria



Name of Institution: FIC

Reporting Year: 2011/2012

Table of Contents

1	STATEMENT OF REPORT PREPARATION.....	4
2	INSTITUTIONAL SUMMARY.....	6
2.1	Institutional Contact Information	6
2.2	Program Summary	7
2.3	Accreditation Summary	7
2.4	Tuition Fee Summary	8
2.5	Administration and Governance and Ownership Summary	9
2.6	Library Resources	12
2.7	Plagiarism Policies	12
3	FACULTY AND STUDENT COMPLEMENT REPORT.....	13
3.1	Faculty Complement Summary	13
3.2	Student Body Profile	19
4	REPORT ON TRANSFER, ARTICULATION AND COLLABORATION AGREEMENTS.....	24
4.1	Transfer/Articulation Agreements.....	24
4.2	Collaboration Report.....	26
5	PROGRAM REVIEW SUMMARY	26
5.1	Report on Program Review Procedure.....	27
5.2	Report on Program Reviews Completed in the Past Year	27
5.3	Report on Program Reviews in Progress	28
5.4	Report on Upcoming Reviews.....	28
6	PROJECTED ENROLMENTS AND ACADEMIC PROGRAMMING	29
6.1	Report on Projected vs. Actual Enrolments for the Last Year.....	29

6.2	Report on Projected Academic Programming	29
7	REPORT ON ADVERTISING AND PROMOTION	29
7.1	Advertising and Promotion of Programs with Consent	29
8	SUBSTANTIVE AND MATERIAL CHANGE REPORT	29
8.1	Institutional Change Summary	29
8.2	Program Change Summary	30
9	STUDENT SATISFACTION AND OUTCOMES REPORT	30
9.1	Student Satisfaction	30
9.2	Student Learning Outcomes	31
9.3	Degrees Awarded per Program with Consent	32
10	REPORT ON ACTIONS, COMPLIANCE AND STUDENT COMPLAINTS	32
10.1	Disclosure of Any Legal or Administrative Actions	32
10.2	Report on Instances of Non-compliance	32
10.3	Report on Transcript Maintenance Plan and Agreement	33
10.4	Student Complaint Report	33
11	ADDITIONAL INFORMATION SPECIFIC TO AN INSTITUTION	33
12	USE OF THE WORD "UNIVERSITY"	33
12.1	Business Plan	33
12.2	Range of Programming	34
12.3	Commitment to Research and Scholarly Activity	34
12.4	Accountability	34

1 Statement of Report Preparation

This section serves as a cover letter introducing the Annual Report and an attestation to the completeness of the information provided. It is intended to be a brief summary of the forthcoming report and should not exceed one page in length. It may be desirable to provide explanatory notes as to how figures provided were derived, to highlight any significant trends or challenges that are described in the report, or to make any general comments on the institution's experience over the past year. Challenges to be identified in this section might include any issues that pose a significant risk to the institution's programs or operations. There are no specific requirements in this section, other than the signature of the institution's president [or delegate], and a statement acknowledging the signatory's responsibility for the contents of the report.

In March 2006, FIC entered into a contractual agreement with SFU to offer this type of program to international students who are capable, but unable to gain direct admission to SFU. FIC currently offers the first thirty (30) units to international students, which students can then transfer towards SFU undergraduate degrees. The first FIC cohort of students began their studies in September 2006. With the approval and supervision of SFU faculty and staff, FIC has expanded its programs, presently offering both first and second year courses. On 28 May 2010, the then Minister of Advanced Education and Labour Market Development gave consent for FIC to provide, offer and grant an Associate of Arts Degree. On October 1, 2010, after an external review and approval by Senate and Board, SFU renewed its Recognition and Educational Services Agreement with FIC for a further 10 years.

To date, approximately 1500 FIC students have transferred to SFU, following completion of their program with FIC. Student tracking studies indicate that FIC students who are currently studying at SFU are performing as well as SFU's direct-entry international cohort.

The annual report for this year contains no significant changes from last year: Our growth has been exactly as anticipated and we have seen no structural changes to any of the programming at FIC.

Annual Report Checklist

- ☒ Completed Annual Report Template
- ☒ Calendar, Academic Catalogue or equivalent publication
- ☒ Audited Financial Statements for reporting year
- ☒ Transfer/Articulation or Collaborative Agreements
- ☒ Current Transcript Maintenance Plan and Alternate Records Keeper Agreement
- ☒ Advertising/Promotional materials for current year
- ☒ Completed Financial Security Calculation Worksheet for current year
- ☒ Confirmation of renewal or adjustment of bonding mechanism
- ☒ Annual Performance Meeting scheduled (in consultation with the Ministry)

Declaration

I declare that the information contained on this application form and the information accompanying it is, to the best of my knowledge, true, accurate and complete and that I am compliant with all municipal by-laws and Provincial and Federal legislation.

Signature of Declarant:

Please Print Name and Title:

Date:

2 Institutional Summary

2.1 Institutional Contact Information

(may be made publicly available)

Institutional Information	Name: Fraser International College Abbreviation: FIC Date Established: 2006/01/16 Home Jurisdiction: BC
Home Campus Mailing Address	Street Address: 100-8900 Nelson Way City: Burnaby Province/State: BC Country: Canada Postal/Zip Code: V5A 4W9 Web URL: www.fraseric.ca
Local Campus Address (if different from above)	Street Address: City: Province/State: Country: Postal/Zip Code: Web URL:
Contact Information	Contact Name: Christa Ovenell Title: Academic Director Telephone: 778 782 5947 Fax: 778 782 5101 Email: christa.ovenell@fraseric.ca

2.2 Program Summary

(may be made publicly available)

Table 2.2.1 Degree Programs Available

Please enter the names of all degrees offered in BC by degree level.

Degree Level	Name of Degree
Associate	Associate of Arts Degree and University Transfer Program
Baccalaureate	
Masters	
Doctoral	

2.3 Accreditation Summary

(may be made publicly available)

Table 2.3.1 Institutional Accreditations Table

Please enter any applicable accreditations that your institution has achieved.

Accrediting Agency	Accreditation Status	Date of Most Recent Review
NIL		

Table 2.3.2 Program Accreditations Table

Please enter any applicable program accreditations achieved.

Accrediting Agency	Program Accredited	Accreditation Status	Date of Most Recent Review
NIL			

2.4 Tuition Fee Summary

(may be made publicly available)

Please include information below on how tuition is assessed (by course, block, etc.), the number of contact hours associated with each tuition fee unit, and the currency in which tuition is assessed (i.e. Canadian or US dollars).

Tuition is assessed per unit (credit hour) which is based on the similar unit value as the same unit at SFU. All courses offered are either 3 or 4 units (credits). Tuition is assessed in Canadian dollars.

Table 2.4.1 Tuition Fee Summary Table

Please enter the total tuition fee for each applicable student category for each type of program. Indicate whether the amount reported is per course, semester, year or by credit value. Canadian students are defined as Canadian Citizens, Landed Immigrants and Permanent Residents, International students are defined as students with valid study permits issued by Citizenship and Immigration Canada.

Program Type	Year	Canadian Students	International Students	Distance/ Distributed Students	Other Category (Specify)
Undergraduate Tuition	10/11 <i>previous year</i>	\$ <i>per</i>	\$ 532.67 <i>per unit</i>	\$ <i>per</i>	\$ <i>per</i>
	11/12 <i>current year</i>	\$ <i>per</i>	\$ 546.33 <i>per unit</i>	\$ <i>per</i>	\$ <i>per</i>
Graduate Tuition	10/11 <i>previous year</i>	\$ <i>per</i>	\$ <i>per</i>	\$ <i>per</i>	\$ <i>per</i>
	11/12 <i>current year</i>	\$ <i>per</i>	\$ <i>per</i>	\$ <i>per</i>	\$ <i>per</i>

Program Type	Year	Canadian Students	International Students	Distance/ Distributed Students	Other Category (Specify)
Other: (Specify)	10/11 <i>previous year</i>	\$ <i>per</i>	\$ <i>per</i>	\$ <i>per</i>	\$ <i>per</i>
	11/12 <i>current year</i>	\$ <i>per</i>	\$ <i>per</i>	\$ <i>per</i>	\$ <i>per</i>
Other: (Specify)	10/11 <i>previous year</i>	\$ <i>per</i>	\$ <i>per</i>	\$ <i>per</i>	\$ <i>per</i>
	11/12 <i>current year</i>	\$ <i>per</i>	\$ <i>per</i>	\$ <i>per</i>	\$ <i>per</i>
Other: (Specify)	10/11 <i>previous year</i>	\$ <i>per</i>	\$ <i>per</i>	\$ <i>per</i>	\$ <i>per</i>
	11/12 <i>current year</i>	\$ <i>per</i>	\$ <i>per</i>	\$ <i>per</i>	\$ <i>per</i>

2.5 Administration and Governance and Ownership Summary

(may be made publicly available)

Table 2.5.1 Ownership

Please identify the organization's ownership and corporate structure in the tables below and attach a copy of any documents that substantiate the organizations legal character (e.g., articles of incorporation, bylaws, partnership agreements, charter, statutory authority or other documents), including documentation relevant to any relationship with parent, subsidiary or other corporate groups.

Important Note: an ownership change requires Minister's approval.

Legal Name	Fraser International College Limited		
Operating Name	Fraser International College (FIC)		
Owners			
Name	Title		Date of Ownership
Navitas Limited	100% ownership - listed on the Australian Stock Exchange under symbol NVT		January 16, 2006

Table 2.5.2 Corporate Structure

Corporate Relationships & Business Affiliations (indicate all that apply)			
<input checked="" type="checkbox"/> Parent Company or Parent Companies			
Legal Name	Navitas Limited	Operating Name	Navitas
Legal name		Operating Name	
<input type="checkbox"/> Subsidiaries			
Legal Name		Operating Name	
Legal Name		Operating Name	
<input checked="" type="checkbox"/> Other Corporate Relationships & Business Affiliations			
Legal Name	Navitas Canada Holdings Limited	Operating Name	International College of Manitoba
Legal Name		Operating Name	

Table 2.5.3 Administration and Governance

Please enter the names and titles of any principal officers, governing board members, academic council (or equivalent body) members and administrators in accordance with the institutional governance structure.

Administration	
Executive or Principal Officers	
Title	Name
President/Chief Executive Officer	Rod Jones
Chief Financial Officer	William Ko
Vice President Academic	
Registrar	
Other College Director and Principal (i.e. Dean)	Bev Hudson
Other Academic Director	Christa Ovenell
Other	
Other	
Other	
Other	
Other	

Governance Council or Board:		
Title	Name	Sector Representation (i.e. external, faculty, staff, administration, student, etc.)
Chair	Harvey Collins	External
Vice Chair	Rod Jones	CEO and Managing Director
Member	Peter Campbell	External
Member	Edward Evens	External
Member	James King	External
Member	Peter Larsen	External
Member		
Member		
Member		
Member		
Member		
Member		

Academic Council (or equivalent)		
Title	Name	Sector Representation (i.e. external, faculty, staff, administration, student, etc.)
Chair	Jon Driver	SFU Vice President (Academic)
Vice Chair		
Member	Nancy Johnston	SFU Administration
Member	Diana Cukierman	SFU Faculty
Member	Paul Budra	SFU Faculty
Member	Bev Hudson	FIC College Director/Principal
Member	Christa Ovenell	FIC Academic Director
Member	John Gregory	FIC Senior Marketing Manager
Member		
Member		
Member		
Member		

2.6 Library Resources

Please provide a brief narrative regarding any substantive changes in library resources over the past year and anticipated changes for the coming year.

FIC students have full access to SFU resources including full library access, which includes borrowing/reserves privileges for students and faculty

The SFU library website (http://www.lib.sfu.ca/about/services/serv_ficstudents.htm) dedicated to FIC students.

There have been no changes in the past year nor any expected in the coming year.

Please identify the library budget, online database licenses, subscriptions and acquisitions for operations in BC under the headings below. Please include any agreements with other institutions or agencies for shared library resources.

Library Budget (BC operations only):

SFU Library

Total Acquisitions (total number of journals, periodicals, books, etc.):

SFU Library

Online Database Licenses/Subscriptions:

As per SFU

Staffing:

As per SFU

Agreements/Collaborations/Memberships:

None

Reciprocal Borrowing Agreements with other Libraries:

None

2.7 Plagiarism Policies

Please provide a brief narrative on how the institution implements and enforces its policies regarding plagiarism and the steps the institution uses to familiarize students and faculty on these policies and the ongoing education of faculty and students on the processes involved should issues of plagiarism arise.

The FIC policy on cheating and plagiarism applies to all courses i.e. a zero mark will be given for that piece of work, and further disciplinary action-including the possible awarding of a Fail grade--will be taken for that course. All forms of cheating, plagiarism, collusion or interference with other students' academic work and performance will be referred to the Student Advisor and Student Services Manager.

Students found in breach of the regulations related to cheating and plagiarism will be

subject to the following measures:

- First Offence: Student will be awarded '0' marks for the assessment and given a permanent record on their file
 - Second Offence: Student will be awarded 'F' for the course, regardless of whether the second offence was committed in the same course or another course
 - Third Offence: Student risks expulsion from FIC and the cancellation of their studies with FIC
- All incidents of academic misconduct will be recorded in a 'Letter of Allegation', with one copy given to the student and another kept in the student's file.

In order to avoid such cases plagiarism is explained in detail in the not for credit introductory course called Integrated Learning Skills and students are given examples of what constitutes plagiarism. It is also discussed at the beginning of every course by the instructor as part of the introduction to the course.

For new faculty, the plagiarism policy and other policies of the College are discussed during the orientation program for new faculty and it is addressed at Faculty professional development days.

3 Faculty and Student Complement Report

3.1 Faculty Complement Summary

(may be made publicly available)

Please provide a brief narrative regarding faculty teaching in each degree program. Information should be included on:

- the process and policies in regards to hiring faculty;
- the process the institution follows for evaluating that potential faculty are academically qualified (including the process for credential verification) and professionally qualified (where applicable);
- the institution's policies on determining academic and professional qualifications and how these **directly** relate to the courses assigned to the faculty member;
- how the institution defines full-time status for faculty; and,
- definitions of the types of faculty appointments the institution utilizes (e.g. permanent, continuing, adjunct, sessional, etc.) and the typical length of faculty contracts for each appointment type.

All new permanent or part-time sessional instructors will be hired to teach FIC university-level courses according to the existing Supervision arrangement between FIC and SFU:

(excerpt from Supervision Overview)

The Course Coordinator is responsible (on behalf of the University) for

- (1) Ensuring FIC instructional staff has qualifications comparable to SFU instructional staff.
 - Normally, SFU will not have a role in interviews or hiring committees for FIC instructors. However, the Course Coordinator will be consulted to ensure that potential instructors have qualifications appropriate for appointment.
 - Review and provide feedback on candidates based on CV information.
 - Whenever possible, recommend a candidate to FIC or assist in the distribution of information about FIC (i.e., via email groups, contacts).
- (end of excerpt)

In the event the SFU Course Coordinator is unable to recommend a suitable candidate, FIC will adhere to the Criteria for Selection Consideration when seeking to appoint new academic instructional staff:

Criteria for Selection Consideration

All sessional appointments are reviewed and approved through the SFU Course Coordinators. The SFU Course Coordinator recommends an instructor, some of whom are from the SFU department/school specific to the course, to ensure candidate qualifications are comparable to SFU instructional staff. In instances where a suitable instructor recommendation from the University cannot be secured, FIC advertises outside of the university community, with all appointments approved by the FIC Academic Director and SFU Course Coordinator.

The following list of basic criteria can be used to determine the suitability of a candidate seeking a sessional position with FIC. Criteria listed below are not intended to limit the flexibility of selection. The purpose is clear identification in writing, to document processes and outcomes for supervision and quality assurance purposes.

1. Academic / Professional Qualifications

Criteria

- Academic qualifications: degrees/awards (original transcripts from recognized institutions)
- Professional qualifications (licences/certificates from recognized institutions)

Detail

- Relevant to the position
- Consistent with hiring criteria

Methods of Assessment

- CV/resume
- Interview
- referees

2. Teaching Experience / Instructional Skills

Criteria

- Teaching experience
- Instructional skills

Detail

- Relevance of teaching experience consistent with qualifications
- Demonstrated ability to teach effectively, accommodating the needs of different learners
- Demonstrated facility with different pedagogical techniques

Methods of Assessment

- Prior teaching evaluations
- Interview
- Referees
- Demonstration or presentation

3. Communication Skill

Criteria

- Listening
- Speaking
- Writing

Detail

- Demonstrated ability to express self clearly and effectively
- Demonstrated listening skills
- Demonstrated ability to handle conflict with students

Methods of Assessment

- Sample of written work
- Prior teaching evaluations

- Demonstration or presentation
- Interview
- Referees

4. Computer Literacy

Criteria

- Computer literacy

Detail

- Ability to use relevant software

Methods of Assessment

- CV/resume
- Interview
- Test/demo

5. Educational / Instructional

Criteria

- Sensitivity, thoughtfulness, consideration of educational issues including student evaluation, motivation and learning environment

Detail

- Demonstrated knowledge and understanding
- Evidence of ability to meet student needs

Methods of Assessment

- Prior teaching evals
- Presentation
- Interview
- Referees
- Advising
- Volunteer work

6. Curriculum Development

Criteria

- Previous experience in curriculum development

Detail

- Demonstrated ability to develop curriculum

Methods of Assessment

- CV/resume
- Previous teaching experience
- Demonstration or presentation
- Interview
- Referees

7. Professional Development

Criteria

- Professional development related to development of teaching skills relevant to specific teaching assignment

Detail

- Related study
- Demonstrated awareness of trends in teaching methodology
- Membership in professional organizations

Methods of Assessment

- Previous teaching experience
- Interview
- Referees

8. Scholarly Activity / Professional Activity

Criteria

- Demonstrated scholarly or professional activity

Detail

- Related study
- Conferences / presentations
- Papers published
- Grants awarded
- Membership in professional or scholarly organizations

Methods of Assessment

- CV/resume
- Interview
- Referees

9. Potential Contribution to FIC

Criteria

- Knowledge and support of FIC
- Commitment to and affinity with mission and academic goals of FIC

Detail

- Understanding of mission and academic goals
- Evidence of enthusiasm / cooperation

Methods of Assessment

- CV/resume
- Interview
- Referees

10. Interpersonal Skills

Criteria

- Sensitivity toward collegial issues
- Development of effective working relationships with colleagues
- Ability to manage stress/conflict

Detail

- Demonstrated sensitivity; relates/responds to the needs of colleagues
- Response to stress and conflict in working relationships
- Demonstrated teamwork skills

Methods of Assessment

- Supervisory evaluation
- Interview
- Referees

11. Work Habits

Criteria

- Organizational ability
- Attendance/punctuality
- Safe/tidy work practices

Detail

- Good record of attendance and punctuality
- Demonstration of organizational and self-imposed deadlines
- Models and teaches safe/tidy workplace practices

Methods of Assessment

- Supervisory evaluations

Degree Program	Total Number of Faculty		% of Courses Taught by Full-Time Faculty	% of Courses Taught by PhD Faculty
	Full-Time	Part-Time		
			%	%
			%	%
			%	%

Table 3.1.3 Continuing/Sessional Faculty per Program

Degree Program	Total Number of Faculty		% of Courses Taught by Continuing Faculty
	Continuing	Sessional	
Associate of Arts	0	70	0 %
			%
			%
			%
			%
			%
			%
			%

3.2 Student Body Profile

(totals may be made publicly available)

Please enter the student information in the tables below. Please provide a brief narrative to explain how the numbers were calculated (headcount = total number of individual students enrolled in a given program, Full-Time Equivalencies (FTEs) = total number of credit hours allocated per program) and the definition used for determining full-time student status.

In the narrative, please include information as to any increase or decrease in application and enrolment rates for each program and the factors the institution believes have influenced these rates from the previous year. Information on general student demographics (i.e. gender, age) may be included if available.

The program numbers for the Associate of Arts Degree at FIC are quite small, however, any University Transfer Student is eligible to decide at anytime to transfer to this program and therefore, on the advice of the Ministry of Advanced Education, we calculate the numbers based on those currently enrolled in UTP11 programs. Currently FIC has approximately 21 full time equivalent students studying in both the University Transfer Program and the Associate of Arts programs. The courses we offer the students in the Associate of Arts Degree program can also be taken by the students in the University Transfer Program. The numbers below are full time equivalent students based on a full time load of 12 credits or 4 courses.

The gender breakdown of students in the Associate of Arts degree program are 51%Female and 49% Male. We have many students who have English as an Additional Language, not all are ESL however we have combined the ESL and EAL in table 3.2.2.

Table 3.2.1 Enrolment Profile per Program: Full-Time/Part-Time Status

Degree Program	Number of Students Enrolled					
	Current Year			Previous Year		
	Full-Time	Part-Time	Total	Full-Time	Part-Time	Total
Associate of Arts Degree						
TOTAL						

s.21

Table 3.2.2 Enrolment Profile per Program: Residency Status

Please enter the total number of students per program by residency status, Canadian (Canadian Citizens, Landed Immigrants and Permanent Residents) and International (students with valid study permits issued by Citizenship and Immigration Canada), including the breakdown of students whose first language is not English (ESL).

Degree Program	Number of Students Enrolled							
	Current Year				Previous Year			
	Cdn	Int'l	ESL	Total	Cdn	Int'l	ESL	Total
Associate of Arts Degree and University Transfer Program								

s.21

Degree Program	Number of Students Enrolled							
	Current Year				Previous Year			
	Cdn	Int'l	ESL	Total	Cdn	Int'l	ESL	Total
TOTAL								

s.21

Attrition Rate Summary

Please provide attrition rates for each program. It is understood that attrition rates may be affected by a variety of factors that may not be program related (i.e. financial, work-related, family or personal reasons, etc.). Please provide a narrative account below of the annual attrition rates experienced by the institution, the factors believed to contribute significantly to the attrition rates and report the attrition rate percentages per program in the table below.

The attrition rate for the Associate of Arts degree program and the University Transfer Program is 5%. Of the students who did withdraw, or records indicate that 49% went to another institution in BC, 19% returned home and 32% did not return to FIC and we are unsure where they have gone.

Table 3.2.3 Attrition Rate per Program

E = Enrolments, W = Withdrawals, A= Attrition
(e.g. 10 withdrawals out of 100 enrolments = 10% attrition)

Name of Degree Program	Current Year			Previous Year		
	E	W	= A	E	W	= A
Associate of Arts	s.21		5 %	s.21		8 %
			%			%
			%			%
			%			%
			%			%
			%			%
			%			%

Table 3.2.4 Admissions Profile per Program – Average GPA

For each degree program, please enter the average incoming Grade Point Average (GPA), expressed as a percentage in the table below. For undergraduate students, it is expected that high school transcripts will be used for this calculation. For graduate or transfer students, it is expected that the incoming GPA will be calculated from university/college transcripts. Please provide a narrative below explaining the data reported if necessary.

The Average GPA for the students who have transferred into the Associate of Arts Degree from the University Transfer Program was calculated on the GPA they had coming into the program and then this was converted to a percentage. For students who were admitted to either the Associate of Arts Degree or the University Transfer Program directly, the GPA was calculated using the percentage that they gained from their final studies in their home country using the FIC admissions standards.

Average Entering GPA of Admitted Students		
Degree Program	Average GPA (%) for Admitted Students	
	Canadian Applicants	Int'l Applicants
Associate of Arts Degree	N/A %	60 %
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%
	%	%

Table 3.2.5 Admissions Profile per Program – English Language Proficiency

Where applicants who speak English as a Second Language (ESL) are required to submit a language proficiency test score, indicate the type of test accepted, the minimum score required for admission and the average score of successful applicants. If the institution accepts more than one type of language proficiency test, include the minimum score required for admission and the average score of successful applicants for each test accepted in the table below. If the institution allows students the option of taking an in-house ESL test or training to meet the language proficiency requirement, please provide information on the processes the institution uses to ensure students' level is equivalent to the minimum score on the standardized language proficiency test required for admission in the narrative below.

Students coming directly to the AAD and the University Transfer Program can do the TOEFL, IELTS or the standardized Pearson Versant Test (PVT). The internal PVT test is scored in equivalence with the IELTS scale. As with the IELTS test, the minimum score required on the NET is 5.5. FIC runs reports every semester that consistently show parity in academic success between students who entered with the IELTS test score and those who met the same requirements via the PVT test. Students who were already admitted to the University Transfer Program and then transferred to the Associate of Arts Degree program had previously met the FIC minimum

English requirement for the University Transfer Program as above, or would have already met the SFU Writing course requirement.

Degree Program	Language Proficiency Test(s) Required							
	TOEFL IBT		TOEFL (paper based)		TOEFL (computer based)		IELTS	
	Min	Avg	Min	Avg	Min	Avg	Min	Avg
Associate of Arts Degree	69		525		196		5.5	

Table 3.2.6 Comprehensive Admissions Profile
(may be made publicly available)

Please enter the average incoming Grade Point Average (GPA), minimum language proficiency score required and the average score of successful applicants in the table below. If the institution accepts more than one type of language proficiency test, please include information for the test most commonly accepted. This data is a comprehensive summary of the individual degree program numbers entered in the tables above.

Degree Level	Average GPA (%) for Admitted Students	Language Proficiency Test	
		Minimum Score Required for Admission	Average Score for Admitted Students
Undergraduate programs	60 %	5	5.5
Graduate programs	%		
Other (Specify)	%		
Other (Specify)	%		
Other (Specify)	%		

4 Report on Transfer, Articulation and Collaboration Agreements

Note: Information in Section 4 will be shared with the BC Council on Admissions and Transfer (BCCAT) for comment. BCCAT's comments will be included in the institution's Annual Performance Report.

4.1 Transfer/Articulation Agreements

(may be made publicly available)

Briefly report on any formal transfer/articulation arrangements made with any other institutions with regard to degree programs, whether in BC or not. Please provide brief information on the process used in the assessment for articulation to accept credits as a receiving institution. If any significant issues have arisen in the area of articulation and transfer, please briefly describe these in the space below. Please include the institutional policies and processes in place regarding assessment of articulation and transfer.

FIC has a formal agreement in place with SFU. A copy of the agreement is attached to this report. As the courses taught at FIC are moderated for comparability on a course by course basis by SFU as per the agreement, there are no issues that have arisen in this area.

Please enter details of the formal transfer and articulation agreements through the BC Council on Admissions and Transfer (BCCAT) in the tables below. Reporting institutions may find it helpful to consult BCCAT's How to Articulate Handbook when filling this portion of the report at: www.bccat.bc.ca/articulation/handbook/index.cfm

4.1.1 Articulation Agreements Summary (Listed in the BC Transfer Guide)

Institution	Number of Course-to-Course Articulations				Comments
	Assigned Credit	Unassigned Credit	No Credit	Total	
SFU	43	2		45	Under the existing partnership agreement with SFU, students can receive transfer credit for all university-level FIC courses.

Institution	Number of Course-to-Course Articulations				Comments
	Assigned Credit	Unassigned Credit	No Credit	Total	

4.1.2 Block Transfer Agreements with other institutions

Note: Only information on the general nature of an agreement will be made available, **not** individual agreements.

Institution	Program(s)	Sends Students	Receives Students	Prerequisites and/or other qualifications
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

4.1.3 Transfer Protocols Signed

Please provide a brief report on any transfer protocols signed below. The report should, at a minimum, indicate the institution with which any transfer protocols have been signed and the date upon which they were put into place.

Note: Only information on the general nature of protocols will be made available, **not** individual transfer protocols.

The transfer arrangements between FIC and SFU are outlined in the SFU/FIC agreement (attached). Students can successfully complete the Associate of Arts degree with a CGPA of 2.0. but will be able to attain admission to SFU if they obtain the required minimum GPA. As of September 2005, the minimum GPA required for priority admission for students holding an Associate of Arts degree is a floating value set at 0.25 below the cutoff for regular transfer students. Students can also transfer to SFU after completing a minimum of 30 credits in the University Transfer Program and attaining the appropriate GPA for the area of study as per the agreement.

4.1.4 Report on Attendance at Articulation Committee Meetings and/or other relevant committees in which the institution is actively involved

Please report the dates and names of articulation committee meetings attended by a representative of your institution, and list the name and title of the representative. Other relevant meetings could include meetings of registrars, deans & directors, or other system committees.

Christa Ovenell, Academic Director, attended the BCCAT Annual meeting in November 2011. FIC does not attend articulation meetings as the courses offered at FIC are SFU's courses. SFU sends institutional specialists to attend the articulation meetings who provide feedback to FIC the same way they do to their departments at SFU. The recommendations of the 2010 review suggesting FIC faculty attend the meetings were considered by the SFU-FIC Academic Advisory committee and once again SFU reiterated it is appropriate for FIC to attend only the annual meeting of BCCAT.

4.2 Collaboration Report

(may be made publicly available)

Briefly report on any existing or new collaboration arrangements made with any other institutions/organizations whether inside or outside BC, with respect to providing some or all of a degree program and sharing of faculty/facilities/library resources. Please include the agreement(s) in the report package.

Note: Only information on the general nature of collaboration arrangements will be made available, **not** individual agreements. Collaborative arrangements must meet the DQAB Guidelines.

FIC has an agreement with SFU which allows FIC to operate on the campus of SFU and allows FIC students to use all the resources that are available to SFU students including full access to the library, recreational facilities, residences, health and career counselling, as well as academic advising services.

5 Program Review Summary

Consent holders must have implemented a system for conducting internal and external program reviews. This system normally includes: a self-study done by the program unit, a review and written report done by external experts, the program unit's response to the expert report and a response from the dean or academic vice-president responsible for the program. Program reviews are expected to be completed for each program at least once every five to seven years and prior to the application for renewal of consent.

Note: Degree Quality Assessment Board program reviews or reviews conducted by other external accrediting bodies are not a substitute for an institutionally led external program review process. The names of external reviewers will **not** be made publicly available.

5.1 Report on Program Review Procedure

Please explain the institutional processes for cyclical program reviews.

Regular program review is conducted semesterly, as part of quality assurance processes. Data used for these reviews is taken from Course/Instructor Evaluations, SFU Course Coordinator/FIC Instructor Moderation documents, Student Satisfaction Surveys, Instructor End of Semester Reports, student success rates, retention and enrolment statistics, and recommendations from the SFU/FIC Academic Advisory Committee. Academic Advisory Committee meetings are held each term and chaired by SFU's Vice-President, Academic. In addition to the terms of reference, FIC reports to the Committee on each university-level course offered. For each course, pass rates, grade distributions, retention, instructor/Course Coordinator/student comments and feedback is discussed, with recommendations for constant improvement in the delivery and quality of each course offered by FIC.

SFU-FIC Academic Advisory Committee

Membership

Chair, SFU Vice-President, Academic

Three (3) members nominated by the University

Three (3) members nominated by the College

Terms of Reference

The Academic Advisory Committee shall be responsible for providing advice to the College and the University regarding the University Transfer Program. It will also decide on:

- the manner in which reports are referred back to each of the University and the College;
- the frequency with which it meets, and
- establishing its terms of reference which shall include provision for regular consultation with students.

This Committee will be responsible for tracking and reporting on the following:

- 1) The academic performance of students who transfer from FIC to SFU;
- 2) The number of students who transfer to SFU, their country of origin, the programs into which they transfer, and the number who transfer to other institutions;
- 3) SFU will report annually on activities taken to increase international student recruitment and retention.
- 4) An analysis of increases to departmental workloads resulting from academic oversight of FIC;
- 5) Any concerns that FIC instructors have regarding working conditions;
- 6) FIC will provide statistical information to SFU regarding diversity, including issues such as disability accommodation.

5.2 Report on Program Reviews Completed in the Past Year

If applicable, please comment on any reviews that were completed last year (other than those conducted by the DQAB), providing a brief summary of each in the table below. The contact name provided may be asked to share documentation associated with the program review with the Ministry and/or DQAB.

Table 5.2.1 Summary of Completed Reviews

Program Name	Dates		Contact Name
	Review Commenced	Review Concluded	

5.3 Report on Program Reviews in Progress

(may be made publicly available)

Table 5.3.1 Summary of Reviews in Progress

Program Name	Dates		Contact Name
	Review Commenced	Expected Conclusion	

5.4 Report on Upcoming Reviews

(may be made publicly available)

Table 5.4.1 Summary of Upcoming Reviews

Program Name	Tentative Review Date	Contact Name

6 Projected Enrolments and Academic Programming

6.1 Report on Projected vs. Actual Enrolments for the Last Year

Briefly comment on the projections vs. actual enrolments from the last year, both in terms of tracking enrolment trends and in terms of the institution's assurance that an adequate amount of financial security has been posted in accordance with the Degree Authorization Regulations. Consent holders must complete a new Financial Security Calculation worksheet in addition to the information provided in this section.

Note: Institutions are required to increase security if actual enrolments exceed projections.

The financial security calculation is based on the numbers of all student who could potentially be eligible for the AAD.

The actual FTE in FIC's total student numbers in the Associate Degree program and the University Transfer Program, as compared to projected have been very similar in the last year. Any changes in student numbers in one period have balanced out with changes in another. Projection of student FTE have increased in the coming year and the Financial Security Calculation worksheet has reflected this with an increase in the bond's value.

6.2 Report on Projected Academic Programming

Briefly comment on the institution's projections regarding expansion in the range and/or type of academic programming planned over the next three years.

There is no planned expansion for programming at FIC at this time.

7 Report on Advertising and Promotion

7.1 Advertising and Promotion of Programs with Consent

Please provide a summary report of all advertising and promotion (domestic and international) for programs operating under consent. Please include copies of all advertising/promotional materials produced over the previous year.

Note: Under the *Standard Terms and Conditions of Consent*, a consent holder must not use any term or phrase in advertising that refers to approval of the Minister or the Government of BC other than that the word "university" is used or degree program is offered under the written consent of the Minister.

FIC advertises the Associate of Arts Degree and the University Transfer Program in its brochure (see attached) and also on its website at www.fraseric.ca.

8 Substantive and Material Change Report

8.1 Institutional Change Summary

Please briefly report on any significant changes made in the institution's operations, administration or administrative officers, ownership, core faculty, technological resources,

information systems or physical plant in relation to its operations in BC. Also indicate whether any notifications to the Ministry were made in the previous year in accordance with the terms and conditions of consent.

Note: Significant changes may require a new review prior to receiving the consent of the Minister.

There have been no significant changes.

8.2 Program Change Summary

(may be made publicly available)

Please briefly report on any significant changes made in the institution's programs operating under consent, including but not limited to curriculum changes, changes in learning outcomes, significant turnover in core faculty positions, changes in qualifications required of faculty members, methods of delivery of courses, library and technological resources. Also indicate whether any notifications to the Ministry were made in the previous year in accordance with the terms and conditions of consent.

Note: Significant changes may require a new review prior to receiving the consent of the Minister.

There have been no significant changes.

9 Student Satisfaction and Outcomes Report

9.1 Student Satisfaction

Please comment on the institution's student satisfaction rates. As every institution will employ its own survey instrument and methodology in gathering student satisfaction data, institutions are free to report levels of student satisfaction in whatever manner suits the institution's purposes. However, a brief explanation of methodology, including the response rate from students, should be included in the narrative.

Note: Back up records and original documentation must be kept on file by institutions for possible future review. Report on British Columbia operations only.

Student surveys are conducted each semester of the program and of each course. The survey instrument used for the course surveys are the same as used by SFU for their course and instructor surveys. These surveys are delivered online. We do not collect data specifically relating to our Associate of Arts Degree students because their numbers are so small, we feel this could compromise our students' anonymity, which is an essential element of a sound satisfaction survey. Students in the AAD program are also part of the University Transfer Program and we consider them part of this group for the purposes of these surveys.

9.2 Student Learning Outcomes

Please include information on the mechanisms and methodology the institution uses to determine whether learning outcomes have been met by course and by program as a whole in the narrative section and table below. Examples of qualitative and quantitative measurements may include skills, competencies, peer and practicum evaluations and examinations, graduation and employment rates, licensure or certification pass/fail rates, student, alumni and employer satisfaction rates, etc. Information should be included on how the institution tracks student outcomes and uses the assessments to improve the quality of the program.

FIC classes for each subject studied in the program are held once per week for 4 hours over a 13-week semester. FIC has a unique model in which university-level tutorials are incorporated within lectures of small class sizes, thereby using an interactive seminar-style approach to teaching and learning, rather than the traditional passive, lecture style of instruction. Students are encouraged to participate in discussions and class activities, and have more one-to-one time with the instructor. The classroom model facilitates identification of students with difficulties, who can then be directly addressed and supported.

Evaluation of student learning outcomes is consistent with current practices within SFU academic courses, i.e., quizzes, tests/mid-term examinations, attendance/participation, written reports/essays and final examinations. All aspects of evaluation are monitored by SFU for comparability. Where required for the course, research, lab work and online work is also assessed.

Every semester, comprehensive reports are put together which include data on all aspects of each individual course: number of students enrolled, name(s) of instructor(s), detailed pass-rate summaries including grade breakdowns, instructor comments, and student feedback. This detailed reporting allows us to track student success on a term-by-term basis and also ensures we are alerted to any potential problems with courses or curriculum. This report is shared every semester with the Academic Advisory Committee at SFU.

The College uses the FIC instructor feedback, the student feedback and the course coordinator feedback to initiate changes to improve student outcome. Such changes include additional peer support tutorial times, introduction of a Reboot course to assist students at risk and additional professional development for instructors.

Program	Mechanisms Used to Assess Student Learning Outcomes
Associate of Arts and University Transfer Program	Quizzes, tests, mid term exams, participation, written report/essays/projects, final exams. End of semester instructor and student surveys End of semester reports to the Academic Advisory Council

9.3 Degrees Awarded per Program with Consent

(may be made publicly available)

Name of Program	Number of Degrees Awarded	
	Current Year	Previous Year
Associate of Arts Degree	4	1
Total		

10 Report on Actions, Compliance and Student Complaints

10.1 Disclosure of Any Legal or Administrative Actions

This section of the report allows opportunity for disclosure of any legal or administrative actions against the organization, or any of the owners, officers, administrators or instructors, by any law enforcement agency in any jurisdiction over the previous year. Where civil legal actions brought on the organization by private persons have the potential to disrupt the institutions operations in BC, or place the ongoing stability of the institution's finances at risk, please indicate the extent of this potential in this section.

No legal or administrative actions against the organisation

10.2 Report on Instances of Non-compliance

Indicate whether there are currently or have ever been any instances of non-compliance with regulation, legislation, or municipal bylaws governing the operation of the organization in BC, or any other jurisdiction, if so, provide an explanation. Information on issues of non-compliance or actions taken by accrediting or regulatory bodies specific to the institution's operations in BC should also be included in this section.

There have been no instances of non-compliance

10.3 Report on Transcript Maintenance Plan and Agreement

Please summarize any changes to the student transcript maintenance plan and agreement. Please report on any breaches in transcript security (i.e. falsified documents, cases of fraudulent transcripts, etc.) and the steps the institution has taken to ensure they do not happen again. Regardless of the summary provided here, institutions must still inform the Ministry in writing at the time should any changes to the transcript arrangements be made. Please include a copy of the current plan and agreement(s) with the report package if changes were made over the previous year.

No changes have been made to the plan.

10.4 Student Complaint Report

Please report on any instances in the previous year where formal dispute resolution procedures were invoked in the case of a student complaint including academic appeals. Include a brief explanation of the circumstances and the action taken in each instance. Please also include contact information for the proper institutional staff member to address any questions regarding student complaints or student complaints processes at the institution.

Note: Report on British Columbia operations only.

No student made a complaint or appeal in this year.

Contact person to address student complaints

Sharla Reid, Student Services Manager. Email: sharla.reid@fraseric.ca Phone: 778 782 5011

11 Additional Information Specific to an Institution

Briefly report on actions taken in regards to any *Special Terms and Conditions of Consent* or provisions outlined by the DQAB for your institution or individual degree programs. This section will provide for any specific issues raised or commitments made during the quality assessment review process and/or recommendations or requirements from the previous year's Annual Performance Report.

NA

12 Use of the word "University"

Section 12 need only to be completed by institutions with consent to use the word "university"

12.1 Business Plan

Please briefly report on any changes in the institution's business plan that may affect range of programming or financial commitment to research and scholarly activity regarding the institution's BC operations.

NA.

12.2 Range of Programming

(may be made available publicly)

Please briefly report on the breadth and depth requirement for sustaining the term "university". Include the progress of the five year business plan submitted with the application for consent regarding the breadth and depth requirement and include any significant changes in the institutions plans for future programming.

NA

12.3 Commitment to Research and Scholarly Activity

(may be made available publicly)

Please provide information on the policies and procedures in place regarding how the institution encourages and supports professional development and research opportunities for faculty. Please include information on any external grant funding the institution, department or faculty have received for research activities.

NA

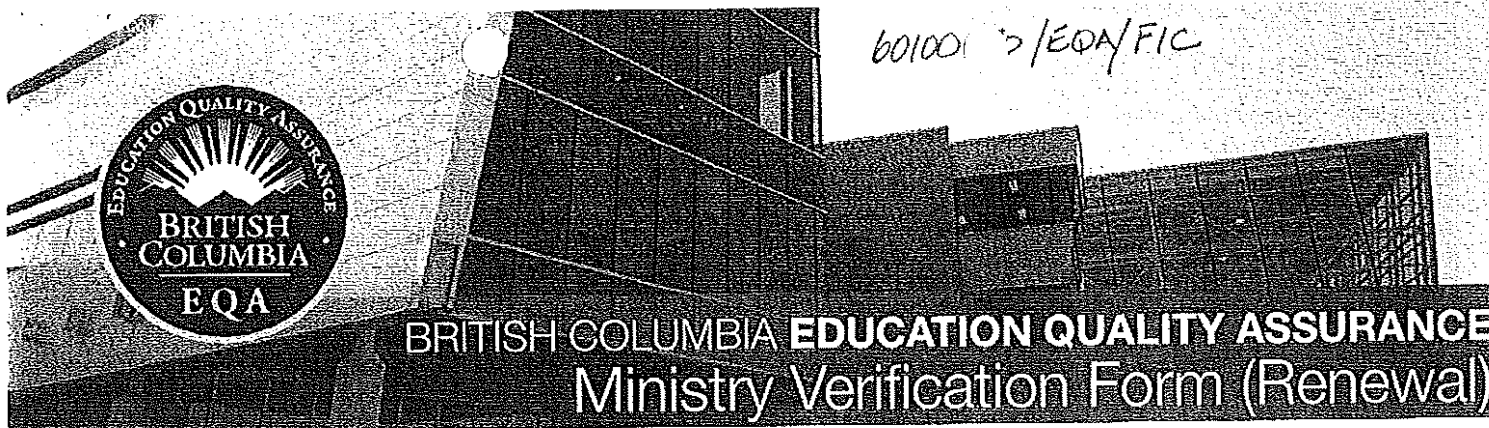
Please briefly report on the research and scholarly activity of BC faculty's involvement in research activities. The contact name provided in the table may be asked to share documentation associated with research activities with the Ministry and/or DQAB.

Contact Name	Research or Scholarly Activity

12.4 Accountability

Please provide the policy for program and institutional quality assessment processes over and above the program review process covered in Section 5, both internal and external.

NA



BRITISH COLUMBIA EDUCATION QUALITY ASSURANCE Ministry Verification Form (Renewal)

This Verification Form provides the Ministry of Advanced Education and Labour Market Development's confirmation of an institution's EQA eligibility by meeting:

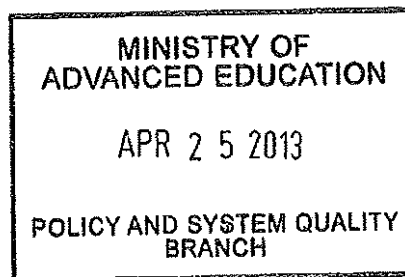
1. Requirements under the Degree Authorization Act, as a private degree-granting institution, or
2. Requirements under the Degree Quality Assessment Board process, as a private theological degree granting institution

And/or:

3. Good Standing requirements of the Ministry
4. Good Standing requirements for StudentAid BC Designation (only applicable to institutions with SABC Designation)

Institution (TO BE COMPLETED BY BCCIE)

Name of private post-secondary degree-granting institution: Fraser International College		Institutional Representative - contact info: Name: Christa Ovenell Title/Position: Academic Director	
Institution has indicated on application form that it is:			
<input type="checkbox"/> Private Academic (Non-degree Granting)	<input checked="" type="checkbox"/> Private Degree Granting	<input type="checkbox"/> Private Theological Degree Granting	
<input type="checkbox"/> Private Career Training	<input type="checkbox"/> Private Language Training	<input type="checkbox"/> Public Institution	
Quality assurance standards institution must meet for EQA eligibility.	Ministry to verify and indicate Yes/No for each section.		
Degree Authorization Act (DAA) <input checked="" type="checkbox"/>	Institution meets required DQAB quality assessment process and has Minister's consent under the DAA? <input checked="" type="radio"/> Yes <input type="radio"/> No	Institution is in good standing with quality assurance body? <input type="radio"/> Yes <input type="radio"/> No	Institution is in good standing with Ministry? <input type="radio"/> Yes <input type="radio"/> No
Degree Quality Assessment Board Process (DQAB) <input type="checkbox"/>	Institution meets required DQAB quality assessment process? <input type="radio"/> Yes <input type="radio"/> No	Institution is in good standing with quality assurance body? <input type="radio"/> Yes <input type="radio"/> No	Institution is in good standing with Ministry? <input type="radio"/> Yes <input type="radio"/> No
Languages Canada <input type="checkbox"/>	Institution is in good standing with Ministry? <input type="radio"/> Yes <input type="radio"/> No		
Private Career Training Institutions Agency (PCTIA) <input type="checkbox"/>	Institution is in good standing with Ministry? <input type="radio"/> Yes <input type="radio"/> No		
Public institution legislation <input type="checkbox"/>	Institution is in good standing with Ministry? <input type="radio"/> Yes <input type="radio"/> No		
Institution has SABC Designation? <input type="radio"/> Yes <input checked="" type="radio"/> No	If yes, is SABC Designation in good standing? <input type="radio"/> Yes <input type="radio"/> No		



See reverse for Additional comments and instructions

The institution named on this verification form is:	
<input checked="" type="radio"/> ELIGIBLE for EQA designation.	<input type="radio"/> NOT ELIGIBLE for EQA designation.
Ministry Representative	Date: MAY 01 2013



BRITISH COLUMBIA EDUCATION QUALITY ASSURANCE

Dashboard

Manage Applications

Financials

Reporting

Administration

You are here: [Manage Applications](#) > [View Applications](#) > Fraser International College

Dashboard

Institution Status

Institution Designation History

Create Institution Profile

Edit Institution Profile

Manage Contacts

Manage Addresses

Manage Applications

Create Application

Edit Application

View Applications

Manage Application Status

Institution Application History

Financials

Invoice Search

Payment Search

Reporting

Search Institution Profiles

Designated Institutions

Designation Summary

Administration

Site Settings

Application Summary

RENEWAL APPLICATION

STATUS: UNDER REVIEW

<input checked="" type="checkbox"/> Invoice	UNPAID
<input type="checkbox"/> PCTIA	Not Applicable
<input type="checkbox"/> LC	Not Applicable
<input type="checkbox"/> Ministry	Initiated

Institution Profile

Fraser International College

www.fraseric.ca

8999 Nelson Way
Burnaby, V5A 4B5
Christa Ovenell

Size of institution by *enrolment*: 1,000-3,999Percentage of international students based on *enrolment*: 100%

Target markets: Pakistan, Philippines, India, Zimbabwe, Africa, Viet Nam, Singapore, Uzbekistan, Brazil, Oman, Asia, Niger, Bangladesh, Mexico, Kenya, United Arab Emirates, Hong Kong, Venezuela, Chile, Kazakhstan, Nigeria, Russian Federation, Zambia, Mongolia, Indonesia, China, Turkey, Europe, Ukraine, South America, Sri Lanka, Iraq, Iran, Islamic Republic of, Thailand

Total payment: 0.00
(Order #: 100557)

Contacts

Application

Type of post-secondary institution:

Private Degree Granting

What is the legal name of your institution as listed in the Corporate Registry?

Fraser International College Limited
BC Registry Number: BC0745844

Is your institution currently doing business under any other name? If none, please enter N/A.

(Only for non-profits)

N/A


Application Status

- ☐ Draft
- ☐ Pending Review
- ☒ Under Review
- ☐ Updates Required
- ☐ Approved
- ☐ Not Approved
- ☐ Resubmit (No Fee)



Christa Ovenell

Notes

 Add Note

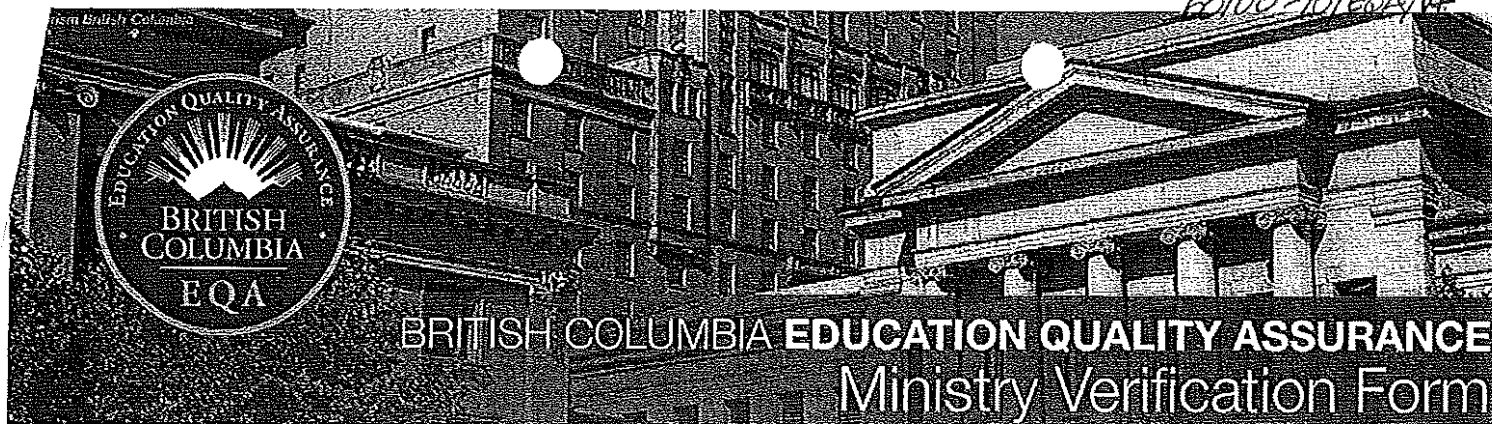
 EXIT

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Page 181 redacted for the following reason:

s.3



60100-10160A/17F

BRITISH COLUMBIA EDUCATION QUALITY ASSURANCE Ministry Verification Form

This Verification Form provides the Ministry's confirmation of an institution's EQA eligibility by meeting:

1. Requirements under the Degree Authorization Act, as a private degree-granting institution, or
2. Requirements under the Degree Quality Assessment Board process, as a private theological degree granting institution

And/or:

3. Good Standing requirements of the Ministry
4. Good Standing requirements for StudentAid BC Designation (only applicable to Institutions with SABC Designation)

Institution (TO BE COMPLETED BY BCCIE)

Name of Institution: Fraser International College (FIC)		Institutional Representative - contact info: Name: Christa Ovenell Title/Position: Academic Director	
Institution has indicated on application form that it is: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> Private Academic (Non-degree Granting) </div> <div> <input checked="" type="checkbox"/> Private Degree Granting </div> <div> <input type="checkbox"/> Private Theological Degree Granting </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> Private Career Training </div> <div> <input type="checkbox"/> Private Language Training (ESL, etc.) </div> <div> <input type="checkbox"/> Public Institution </div> </div>			
Quality assurance standards institution must meet for EQA eligibility.	Ministry to verify and indicate Yes/No for each section.		
Degree Authorization Act (DAA) <input checked="" type="checkbox"/>	Institution meets required DQAB quality assessment process and has Minister's consent under the DAA? <input checked="" type="radio"/> Yes <input type="radio"/> No	Institution is in good standing with quality assurance body? <input checked="" type="radio"/> Yes <input type="radio"/> No	Institution is in good standing with Ministry? <input checked="" type="radio"/> Yes <input type="radio"/> No
Degree Quality Assessment Board Process (DQAB) <input type="checkbox"/>	Institution meets required DQAB quality assessment process? <input type="radio"/> Yes <input type="radio"/> No	Institution is in good standing with quality assurance body? <input type="radio"/> Yes <input type="radio"/> No	Institution is in good standing with Ministry? <input type="radio"/> Yes <input type="radio"/> No
Languages Canada <input type="checkbox"/>	Institution is in good standing with Ministry? <input type="radio"/> Yes <input type="radio"/> No		
Private Career Training Institutions Agency (PCTIA) <input type="checkbox"/>	Institution is in good standing with Ministry? <input type="radio"/> Yes <input type="radio"/> No		
Public Institution legislation <input type="checkbox"/>	Institution is in good standing with Ministry? <input type="radio"/> Yes <input type="radio"/> No		
Institution has SABC Designation? <input type="radio"/> Yes <input checked="" type="radio"/> No	If yes, is SABC Designation in good standing? <input type="radio"/> Yes <input type="radio"/> No		

See reverse for additional comments and instructions

The institution named on this Verification Form is: <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <input checked="" type="radio"/> ELIGIBLE for EQA Designation. Ministry Representative </div> <div style="text-align: center;"> <input type="radio"/> NOT ELIGIBLE for EQA Designation. </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%;"></div> <div style="text-align: right;"> APR 25 2012 Date </div> </div>	
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Additional Comments – For BCCIE Use Only

Legal Entity Name: Fraser International College Limited (FIC)

BC Registry Number: BC0745844

DBA Names:None

Owner(s) of Legal Entity: Navitas Limited is the ultimate owner of this legal entity

Institution Address(es):

Please see attached pdf for all campus locations associated with this application.

Additional Comments and Instructions – For Ministry Use Only

BRITISH COLUMBIA
EDUCATION QUALITY ASSURANCEYou are logged in as: en Yuan | [Update User Profile](#) | [Logout](#)[Dashboard](#)[Manage Applications](#)[Financials](#)[Reporting](#)[Administration](#)You are here: [Dashboard](#) > [Manage Addresses](#) > Fraser International College**Dashboard**[Institution Status](#)[Institution Designation History](#)[Create Institution Profile](#)[Edit Institution Profile](#)[Manage Contacts](#)[Manage Addresses](#)[Add Additional Campus](#)**Manage Applications**[Create Application](#)[Edit Application](#)[View Applications](#)[Institution Application History](#)**Financials**[Invoice Search](#)[Payment Search](#)**Reporting**[Search Institution Profiles](#)[Designated Institutions](#)[Designation Summary](#)**Administration**[Site Settings](#)**Manage Addresses****Addresses**

2

Campus	Address Line 1	City	Postal Code	Primary Address	
Fraser International College	100 - 8900 Nelson Way	Burnaby	V5A 4W9	Yes	Edit

[EXIT](#)

Page 185 redacted for the following reason:

s.3

DATE: JUN. 17, 2013

TO: MINISTRY OF FINANCE
MINISTER OF ADVANCED EDUCATION
INNOVATION AND TECHNOLOGY
PO BOX 9177 STN PROVINCIAL
GOVERNMENT VICTORIA
BC
CANADA,

RE : OUR REF NUM : 5220800117
L/C REF NUM :
BY ORDER OF : CITIBANK LIMITED
SDNEY
LC AMOUNT : CAD s.21

BENEFICIARY:
MINISTRY OF FINANCE
MINISTER OF ADVANCED EDUCATION INNOVATION AND TECHNOLOGY
PO BOX 9177 STN
PROVINCIAL GOVERNMENT VICTORIA
BRITISH COLUMBIA, CANADA

APPLICANT:
FRASER INTERNATIONAL COLLEGE LTD
8899 NELSON WAY BURNABY, BC. V5A4B5
CANADA

AT THE REQUEST OF FRASER INTERNATIONAL COLLEGE LTD
(THE 'APPLICANT'), WE HEREBY OPEN OUR IRREVOCABLE STANDBY LETTER
OF CREDIT NO.5220800117. IN YOUR FAVOR FOR AN AMOUNT NOT TO
EXCEED IN s.21

s.21
s.21 , EFFECTIVE IMMEDIATELY AND EXPIRING AT THE
OFFICE OF CITIBANK CANADA TRADE SERVICES, 2ND FLOOR,
5900 HURONTARIO STREET, MISSISSAUGA, ONTARIO L5R0B8, CANADA.
OR SUCH OTHER OFFICE AS WE MAY ADVISE YOU FROM TIME TO TIME
(THE 'OFFICE'), ON 14TH JUNE 2014 (THE 'EXPIRY DATE').

FUNDS HEREUNDER ARE AVAILABLE TO YOU AGAINST PRESENTATION OF
YOUR SIGHT DRAFT(S), DRAWN ON US, MENTIONING THEREON OUR LETTER
OF CREDIT NUMBER 5220800117, ACCOMPANIED BY YOUR WRITTEN AND
DATED STATEMENT, SIGNED BY AN OFFICER OF YOUR COMPANY, STATING
THE FOLLOWING:

THE APPLICANT HAS FAILED TO COMPLY WITH THE TERMS AND CONDITIONS
FOR TUITION SECURITY IN ACCORDANCE WITH DEGREE AUTHORIZATION
AND IS IN DEFAULT.

IT IS A CONDITION OF THIS LETTER OF CREDIT THAT IT SHALL BE
DEEMED AUTOMATICALLY EXTENDED, WITHOUT AMENDMENT, FOR
ADDITIONAL PERIOD(S) OF ONE YEAR FROM THE EXPIRY DATE HEREOF,
OR ANY FUTURE EXPIRATION DATE, UNLESS AT LEAST THIRTY (30) DAYS
PRIOR TO ANY EXPIRATION DATE WE NOTIFY YOU BY REGISTERED MAIL

OR BY ANY OTHER RECEIPTED MEANS THAT WE ELECT NOT TO CONSIDER THIS LETTER OF CREDIT RENEWED FOR ANY SUCH ADDITIONAL PERIOD. WHEREUPON YOU MAY DRAW FOR THE AVAILABLE AMOUNT UNDER THIS LETTER OF CREDIT BY MEANS OF YOUR SIGHT DRAFT(S), DRAWN ON US, MENTIONING OUR LETTER OF CREDIT NUMBER ACCOMPANIED BY YOUR WRITTEN AND DATED STATEMENT, SIGNED BY AN OFFICER OF YOUR COMPANY, STATING THE FOLLOWING:

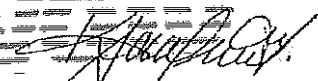
THAT YOU ARE IN RECEIPT OF OUR NOTICE OF NON RENEWAL AND THAT THE AMOUNT DRAWN REFLECTS THE APPLICANT'S CURRENT OBLIGATIONS FOR TUITION SECURITY IN ACCORDANCE WITH DEGREE AUTHORIZATION REGULATION.

WE HEREBY AGREE WITH YOU TO HONOR EACH DRAFT DRAWN UNDER AND IN COMPLIANCE WITH THE TERMS AND CONDITIONS OF THIS LETTER OF CREDIT IF PRESENTED, TOGETHER WITH THE DOCUMENTS SPECIFIED AT THIS OFFICE ON OR BEFORE THE STATED EXPIRATION DATE.

SHOULD YOU HAVE OCCASION TO COMMUNICATE WITH US REGARDING THIS LETTER OF CREDIT, PLEASE DIRECT YOUR CORRESPONDENCE TO OUR OFFICE, MAKING SPECIFIC MENTION OF THE LETTER OF CREDIT NUMBER INDICATED ABOVE.

EXCEPT AS FAR AS OTHERWISE EXPRESSLY STATED HEREIN, THIS STANDBY LETTER OF CREDIT IS SUBJECT TO THE INTERNATIONAL STANDBY PRACTICES ('ISP98'), INTERNATIONAL CHAMBER OF COMMERCE PUBLICATION NO. 590, AND AS TO MATTERS NOT GOVERNED BY THE ISP98, SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE PROVINCE OF ONTARIO.

YOURS FAITHFULLY,



AUTHORISED SIGNATURE(S)
CITIBANK CANADA

s.21

Financial Security Under the Degree Authorization Act
Unearned Revenue Liability Calculation - Basic Information

Page 1 of 2

Institution Name: Fraser International College
Year of Calculation: August 1, 2013 to July 31, 2014

Program Name	Start Date ¹	End Date ²	Total		Description of Payment Schedule ⁵
			Tuition Fees ³	Target Enrolment ⁴	
UTP II	May 2013	August 2013	\$	TE)	
UTP II	September 2013	December 2013	\$	FTE)	
UTP II	January 2014	April 2014	\$	FTE)	
UTPII	May 2014	August 2014	\$	FTE)	

Notes:

- 1) Start Date - The date listed on the student contract and institutional calendar.
- 2) End Date - The date listed on the student contract and institutional calendar.
- 3) Tuition Fees - Total tuition required for the program in which the student is registered under contract. Contract length cannot exceed 12 months.
- 4) Target enrolment - projected number of students expected in the program.
- 5) Describe the payment plan policy for students who will pay in advance of their studies (e.g., monthly, every 3 months, 60% at beginning of studies, 40% at half way point) and indicate date first payment due.

Unearned Revenue Liability Calculation - Monthly Breakdown

Page 2 of 2

Institution Name: Fraser International College**Year of Calculation** August 1, 2013 to July 31, 2014

s. 21

Notes:

- 1) Month 1 - For applicants for consent Month 1 begins when financial security is requested during the application process.
- For consent holders, Month 1 begins August 1 of each year.
- 2) The number of students prepaying tuition for that month.
- 3) Prepaid tuition - the amount of tuition collected from each currently enrolled student for the study period but not yet earned by the consent holder.
- 4) Unearned Revenue - the month which has the highest amount of prepaid tuition has been collected.
- 5) Security Required - the amount of security that must be provided to the Ministry of Advanced Education and Labour Market Development.