Enrolment Reporting and Audit Guidelines

2015-16

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Purpose and Application

Public funding is provided to colleges to enable them to offer postsecondary education that is consistent with the objectives set out in the *Ontario Colleges of Applied Arts and Technology Act, 2002* and with provincial and community priorities.

The Ministry of Training, Colleges and Universities (MTCU) provides funding to colleges through the College Funding Formula (CFF) that is distributed on the basis of college enrolment activity. Appendix A provides an overview of the different enrolment measures and their application in funding calculations.

In addition to using enrolment and other data to distribute funding, the ministry uses the information to advise and inform government and make policy decisions regarding the college system. Colleges use the data to plan their programs and services and to provide information to students and their local communities.

This operating procedure applies to all colleges. It sets out the requirements for preparing and reporting enrolment data to the ministry, and for conducting an audit of the data. An auditor's report without reservation or qualified items is a condition for colleges to receive CFF funding and other funding.

Authority

MTCU is authorized to request financial and other information from colleges, including enrolment data under the authority of the *Ontario Colleges of Applied Arts and Technology Act, 2002, S.O. 2002*, Chapter 8, Schedule F, Section 6. Under the authority of this Act, the following operating procedure specifies enrolment reporting requirements.

Postsecondary Financial Information System – College Statistical Enrolment Reporting

In 2012-13, the ministry implemented the Postsecondary Financial Information System-College Statistical Enrolment Report (PFIS-CSER) to introduce web-based technologies to collect data from postsecondary institutions. The CSER report provides term-based, student-level data reporting and a broader range of college postsecondary activity as well as more detailed statistical data about college students.

The required enrolment reporting elements in PFIS-CSER for 2015-16 are described in Appendices C, D and E.

The ministry requires each college to report student-level data, with data elements that include personally identifiable elements as defined under s. 2(1) of the _Freedom of Information and Protection of Privacy Act_.

Glossary

Auditors: external public accountants, licensed under the _Public Accountancy Act_, who are engaged by a college to conduct an audit of the enrolment and graduate data reports as required by MTCU.

Board of Governor programs: a postsecondary program of instruction that leads to a certificate, as defined in the Ontario Credentials Framework, imbedded in the _Framework for Programs of Instruction Minister's Binding Policy Directive_. These certificates exclude programs that lead to an Ontario College Certificate. Board of Governor programs are considered a category of full-cost recovery program since the activity is not eligible for funding under the CFF and is not subject to the _Minister's Binding Policy Directive on Tuition and Ancillary Fees._

With reference to reporting guidelines given in Appendix G, enrolment in Board of Governor programs would be reported in registration status code 51 or 52.

CCDO code: the Canadian Classification and Dictionary of Occupations (CCDO), a nine-digit number that identifies the provincial program category assigned by MTCU to each tuition short program. As of 2012-13, no new tuition short programs will be approved by the ministry.

College Funding Formula (CFF): the largest provincial operating grant provided to colleges. The CFF is distributed among colleges on the basis of each college's historical average enrolment in courses and programs of instruction eligible for funding.

College-university collaborative program: a concurrent program where students are studying simultaneously at both a college and university during an academic year or a joint/integrated program where students are taking the program sequentially at one institution and then the other.

Co-op diploma apprenticeship program: a program of instruction that combines an Ontario College Diploma program and apprenticeship training leading to a Certificate of Qualification. This program enables individuals to train as apprentices in a specific trade while obtaining an associated college diploma.

Count date: the specified date at which registered students are included in the institution's enrolment count that is reported to the Ministry of Training, Colleges and

Universities. Where the academic term period corresponds to a semester, the relevant count dates are given below:

Term/Semester	Start Date – End Date	Count Date
Summer	May 1 - August 31	June 30
Fall	September 1 - December 31	November 1
Winter	January 1 - April 30	March 1

For 2015-16, colleges may report part-time activity for each course in which a student is registered either to completion of the course or up to and including the date which represents at least two-thirds of the duration of the course.

Credit Transfer Student: A credit transfer student is a student who has been granted at least a specified threshold level of credit toward the completion of the student's program of study for work completed at a prior institution. The threshold amount of credit is equal to a minimum of one course.

Domestic student: a student that also falls into one of two categories:

- **Canadian citizen:** a citizen of Canada as defined in the Citizenship Act or a person registered as an Indian as defined in the Indian Act.

- **Permanent resident:** a permanent resident as defined in the Immigration and Refugee Protection Act. This includes:
    o A person who has been granted "permanent resident" status and has not had that status revoked; or
    o A person who has met all the preliminary requirements for permanent resident status and presents a copy of the letter which confirms that Citizenship and Immigration Canada has accepted his or her application for permanent resident status.

Distance Education Program/Course: distance education is a formal learning activity that occurs when learners and instructor are separated by geographic distance. This delivery of education is designed to be carried out via technology and other asynchronous or synchronous learning environments:

- Asynchronous Fully Online Learning program/course: a form of distance learning that allow for the acquisition of college credits delivered to individuals where interactions with the instructor and other students are via the internet outside the traditional classroom setting. Although programs/courses may have set start dates and set due dates for assignments, students can otherwise

access and participate in programs/courses at times and places of their own choosing.

- o The online component is typically 100% of the program/course delivery done outside the instructor's classroom (e.g., home, work or through an access centre).
- o A fully online program/course may include very limited face-to-face meetings however they would be limited to assessment related activity (e.g., proctored exam) with the remainder of the content and program/course work delivered online.

- **Synchronous Distance Education program/course:** a form of distance learning that allow for the acquisition of college credits delivered through technology such as audio and video conferencing to provide synchronous communications (i.e., at the same time) between an instructor at one site and students at other sites. Conferencing can make use of the public telephone system (ISDN), dedicated wideband networks or the Internet.
  - o A program/course is considered to be offered via synchronous distance education if typically 100% of the content is delivered this way.
  - o The definition does not include programs/courses that are delivered in a classroom setting with an audio and video conferencing/webcast option.
  - o A synchronous distance education program/course may have very limited face-to-face meetings (e.g., proctored exam) with the remainder of the content delivered through audio and video conferencing.

- **Other distance education program/course:** non-internet based distance learning that allow for the acquisition of college credits where all the program/course work is delivered through other flexible learning environments (e.g., mail correspondence)
  - o typically 100% of the total delivery is not online and outside the instructor's classroom (e.g., home, work or through an access centre).
  - o Other distance education programs/courses may have very limited face-to-face meetings (e.g., proctored exam) with the remainder of the content delivered outside the traditional setting such as a classroom.

At this time, the colleges are asked to categorize distance education programs/courses that are typically 100% delivered outside the instructor's classroom (e.g., home, work or through an access centre). The definition does not capture distance education programs/courses that are partially delivered outside the instructor's classroom (e.g., blended or hybrid programs/courses).

For 2015-16, colleges unable to group distance education programs/courses by the three categories are asked to choose the distance education category which best fits

the majority of programs/courses. For 2016-17, colleges are asked to group distance education programs/courses in the appropriate categories. Please see *Appendix N: Frequently Asked Questions* for more details.

Enrolment reporting periods (semesters) and year: Enrolment activity is reported for an entire year, from May 1 to April 30. The reporting periods for all activity full-time postsecondary programs of instruction correspond to each of the three semesters that make up an academic year: summer semester (May 1 to August 31), fall semester (September 1 to December 31); and winter semester (January 1 to April 30).

Note: As noted in the 2013-14 Enrolment Reporting and Audit Guidelines, in an effort to standardize the enrolment reporting period for all activity, the enrolment reporting years will be as follows for 2014-15 to 2015-16.

- *2014-15: April 1, 2014 to April 30, 2015*
- *2015-16: May 1, 2015 to April 30, 2016*

Fiscal year: the period between April 1 of one year and March 31 of the next year.

Full cost recovery course or program of instruction: a course or program of instruction which is not supported by operating or capital grants. The cost of such programs is entirely funded through tuition.

Full cost recovery courses or programs of instruction include Board of Governor programs (see definition above). With reference to reporting guidelines given in Appendix G, enrolment in full cost recovery programs should be reported in registration status codes 51, 52, 61 or 62.

Full-time student: an individual who is enrolled in a college program of instruction for at least 70 per cent of the student contact hours or 66 2/3 per cent of the courses required for the program of instruction in a given semester or reporting period. A student granted advanced standing or an exemption from a course is not considered to be enrolled in the course.

Graduate: a student who has completed all necessary requirements for a full-time postsecondary program of instruction, including all academic and practical requirements as published in the college calendar for a postsecondary program of instruction, and has been reported for his or her final semester of study by the college in the audited data reporting college activity for a **prior** or **current** fiscal year. For the purposes of graduate reporting as described in the *Graduate & Employer KPI Surveys Operating Procedure*, the graduates of interest may be eligible for funding through the CFF, an international student or funded through sources other than the CFF, including Co-op

Diploma Apprenticeship programs of instruction (CODA), Second Career and the Workplace Safety and Insurance Board (WSIB).

Graduates of CODA programs are considered to be students that enrolled in a Co-op Diploma Apprenticeship program of instruction; completed all apprenticeship in-school learning outcomes and diploma course requirements; and did an on-the-job paid work placement as an apprentice which contributed apprenticeship hours towards their Certificate of Qualification.

Graduation term: the academic term when all requirements have been met. Any student who has not completed his or her practical or other requirements is not to be included until he or she has done so. Practical requirements include work placements and co-operative education terms. Completing the necessary requirements also includes applying for graduation, if required by the college. The term/semester is to be reported as shown below.

Term/Semester	Date of Graduation
Summer	May 1 – August 31
Fall	September 1 – December 31
Winter	January 1 – April 30

High demand program of instruction: a postsecondary program of instruction eligible for funding under the College Funding Formula for which colleges have the discretion to charge fees above the maximum permitted for regular fee programs. This discretion is allowed for all applied degree, post-basic or Baccalaureate of Nursing programs. Basic programs are also allowed this discretion, provided they meet each of the following criteria:

1. There is a high demand for instructional space;
2. Graduates have above average prospects for employment;
3. Graduates have the potential to earn an above average income; and
4. The aggregate enrolment in all basic postsecondary programs that are designated as high demand comprise up to 15% of basic full-time enrolment at the college.

International student: a foreign national who:

- entered Canada before June 28, 2002, and holds a student authorization issued under the Immigration Act.
  OR
- entered Canada on or after June 28, 2002, and

- o holds a study permit issued under the Immigration and Refugee Protection Act ;
  OR
- o satisfies one of the criteria outlined in article 188 of the regulations under the Immigration and Refugee Protection Act, which allow for study without a permit.

MTCU code: a five-digit number assigned by the ministry to postsecondary programs of instruction and used to identify the provincial program category to which programs that are broadly similar in their vocational objectives and titles have been assigned.

Part-time student: an individual who is enrolled in one or more courses but in less than 70 per cent of the student contact hours or 66 2/3 per cent of the courses required for a full-time program of instruction in a given semester or reporting period.

Postsecondary program of instruction: a group of related courses that conforms to the levels of learning articulated in the Credentials Framework and leads to the awarding of a credential. There are two types of postsecondary programs of instruction:

- **Basic postsecondary program:** conforms to the levels of learning articulated in the Credentials Framework and leads to the awarding of one of the following credentials: Ontario College Certificate, Ontario College Diploma or Ontario College Advanced Diploma (see the *Minister's Binding Policy Directive on Framework for Programs of Instruction*). Basic programs also include joint college-university programs that lead to the awarding of a degree by a university partner.

- **Post-basic program**: conforms to the levels of learning articulated in the Credentials Framework and leads to the awarding of an Ontario College Graduate Certificate or an applied degree (see the *Minister's Binding Policy Directive on Framework for Programs of Instruction*).

Prior learning assessment and recognition (PLAR): a process that uses a variety of tools to help learners reflect on, identify, articulate, and demonstrate past learning. Prior learning can be acquired through study, work, and other life experiences that are not recognized through formal transfer of credit mechanisms.

- **Challenge process:** a method of assessment, other than portfolio assessment, developed and evaluated by subject-expert faculty to measure an individual's learning achievement against course learning outcomes. The process measures demonstrated learning through a variety of written and non-written evaluation

methods for the purpose of awarding credit without requiring enrolment in a course.

• **Portfolio assessment:** a method of assessment that involves the evaluation of an organized collection of materials developed by a learner that records learning achievements and relates them to personal, educational, or occupational goals, in this case, achievement of stated learning outcomes of college courses or programs.

• **Portfolio development course:** a course in which students develop a portfolio for subsequent assessment for prior learning assessment and recognition purposes.

Program duration: the sum of the duration as expressed in weeks of each academic term required for a student to receive the intended program credential. The number of academic terms used in the calculation of the program duration is the minimum number of terms to receive the credential. See the definition of "Term" below.

Regular fee program/activity: postsecondary activity for which colleges must establish a tuition fee within the minimum and maximum fees specified by the policy in order to be eligible for funding under the College Funding Formula. Regular fee activity includes the following:

1. full-time regular postsecondary basic programs
2. part-time activity
3. tuition-short programs
4. prior learning assessment and recognition

Student contact hour (SCH): a unit representing one student enrolled in one required hour of instruction.

Term: the period of delivery for a particular level of a program. Term duration is expressed in weeks where a week is understood to be three or more days of instruction in any seven-day period which includes examination weeks but excludes study weeks and vacation weeks.

Tuition Fees: fees representing the student's contribution towards the general costs of program delivery; general operating costs and capital expenditures supported by capital grants.

Tuition short program of instruction: a program that generally is less than 52 weeks in duration, is designed to prepare students for employment or career advancement or

to provide vocational updating or academic upgrading, and normally leads to a college certificate as defined in the Credentials Framework (see the *Minister's Binding Policy Directive on <u>Framework for Programs of Instruction</u>*).

- **Tuition short course:** a course that is part of a tuition short program of instruction eligible for funding through the CFF.

Requirements

Each college is to submit enrolment reports as outlined below under Enrolment Reports. With each submission, the appropriate college executive is required to sign an attestation confirming the accuracy of the data reported.

The timelines for preparing and submitting the reports are outlined in Appendix B.

In addition, colleges are to engage an auditor to conduct an audit of the enrolment data prior to June 30.

Tuition Fee Reporting

Tuition fees reported through CSER for enrolment identified as funding eligible will be used for compliance monitoring with respect to the Minister's Binding Policy Directive on Tuition and Ancillary Fees and the Tuition and Ancillary Fees operating procedure.

Enrolment Reports

Term Reports

Colleges are to report on a term basis all students who were registered in full-time postsecondary programs of instruction approved for funding through the CFF as well as students in separately funded collaborative nursing programs. Where the academic term period corresponds to a semester, the relevant count dates are given below:

Term/Semester	Start Date – End Date	Count Date
Summer	May 1 - August 31	June 30
Fall	September 1 - December 31	November 1
Winter	January 1 - April 30	March 1

Students that are registered up to and including count dates given above are to be reported including any students that withdraw after that dates. Students withdrawing before that date are not reported.

For any full-time student withdrawing after the count date for any given term, either from individual courses or completely, colleges may report full-time activity as though the student had remained full-time to the completion of the term.

For full-time activity with irregular terms, colleges are asked to report as given under Offcount Submission below.

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<u>Offcount Submission</u>

Colleges are to report once annually the following activity:

1. Students registered full-time in postsecondary programs approved for funding where the term is delivered between count dates as given above or otherwise irregular delivery (see below for further description);
2. Enrolment in full-time tuition short programs.
3. Students registered in postsecondary activity on a part-time basis including part-time in full-time programs approved for funding, in courses with a part-time activity number, part-time in tuition short programs and part-time in collaborative nursing programs;
4. Students registered in unfunded activity which includes:
    a. full-time or part-time in a program that may lead to a local credential as approved by a college's Board of Governors approved programs ("Board of Governor approved program", "local certificate") or programs leading to an Ontario credential with an assigned APS code and which may or may not have an MTCU code and which are offered on a full-cost recovery basis ("full-cost recovery programs");
    b. Students registered in courses or programs of general interest; and
    c. Students registered in other postsecondary activity not captured in the above categories such as students in programs approved by the Ministry of Education that allow students, while they are still in secondary school, to take college or apprenticeship courses that count towards both their Ontario Secondary School Diploma (OSSD) and a postsecondary certificate, diploma, or degree, or a Certificate of Apprenticeship ("Dual Credit").

Irregular Term Delivery for Full-time Students

Where students are registered in a program with irregular term delivery where the prescribed count dates do not represent approximately the point at which two-thirds of the term has elapsed or where the term is delivered between count dates, this activity should be reported in the off-count submission for each student that is registered on the date at which two-thirds of the term has elapsed.

Part-time Activity

Part-time activity is reported for any student that meets the definition of part-time status as given in the <u>Glossary</u> on the count date for each term. Colleges may report part-time activity for each course in which a student is registered if:

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- the student remains registered in the course up to and including the period (date, week, hours) that represents at least two-thirds of the duration of the course; OR
- the student remains registered to the completion of the course(s).

It is at the discretion of the college to adopt one or the other measure and apply it consistently to all part-time activity.

If adopting the two-thirds course duration approach, colleges are to determine the duration of course delivery (excluding school breaks and calculate the most suitable "two-thirds" period (ie: two-thirds date, week of two-thirds or two-thirds total course hours – see below for definition. Colleges are asked to be consistent in their approach to identifying the two-thirds period.

For example, a part-time course which begins on January 12, 2016 and ends on March 15, 2016 spans over 64 days or 10 weeks. The two-thirds period, excluding 7 days or 1 week for winter break on February 22-26, falls on February 18, 2016 (38th day or the week of February 15-19, 2016 (6th week. Any student registered up to and including February 18 or the week of February 15-19 would be included in the 2015-16 offcount.

Two-thirds date = [(*course end date – course start date + 1* – (# days of school break] * [2/3]

Two-thirds week = [(# weeks of course delivery – (# weeks of school break] * [2/3]

Two-thirds course hours = (# hours of course delivery * (2/3

For students withdrawing from full-time status to part-time status before the count date, part-time activity is reported in the offcount. As given above, only those courses in which the student remains registered past the "two thirds" period (as measured in days, weeks or hours which represents at least two-thirds of the duration of the course or where the student remains registered to completion of the course(s are eligible to be included in the offcount report.

Colleges may also report part-time activity with respect to full-time students enrolled in courses/student contact hours additional to a normal course load for the full-time program in which the student is registered. The additional activity is reported in terms of student contact hours for which there is no minimum or maximum but which must be consistent with the activity for which the student was charged additional tuition fees.

Unlike full-time activity, there is no headcount measure for part-time activity. Instead, part-time activity is expressed in student contact hours where one student contact hour represents one hour of required instruction. Colleges are to report the total course duration in student contact hours. If a course operates in a continuous intake mode

whereby students complete the course in a variety of periods, report the sum of the actual student contact hours.

Reporting Activity in Different Enrolment Reporting Years

Where students are registered in a program with an irregular term delivered in different enrolment reporting periods or registered in a part-time course delivered in different enrolment reporting years, colleges are to report the activity in the reporting period:

- in which the effective count date falls; or
- in which the course start date falls and where the effective count date is on or prior to the date of data extraction used as the basis of the off-count submission such that only students remaining registered on the date of full tuition refund are included.

It is at the discretion of the college to adopt one or the other measure and apply it consistently to all part-time activity

Where the college has part-time activity starting in the winter term and ending after the end of the current enrolment reporting cycle (i.e. after April 30, and where the college has chosen to report part-time activity for students remaining registered to the "two-thirds" date, the college is asked to report the activity in the reporting period in which the "two-thirds" date falls.

For example, for a part-time course which begins on April 5, 2016 and ends on May 17, 2016, the "two-thirds" date falls on May 3, 2016. Any student registered up to and including May 3 would be included in the 2016-17 offcount since May 3 is in the next reporting cycle. If, however, the college extracts data for the 2015-16 offcount submission on May 4, the college may include the activity in the 2015-16 offcount since the students' eligibility to be reported is known at the time of data extraction.

Alternatively, where the college has part-time activity starting in the winter term and ending after the end of the current enrolment reporting cycle (i.e. after April 30, and where the college has chosen to report part-time activity for students remaining registered to completion, the college is asked to report the activity in the subsequent reporting period.

Using the above example, if the date of extraction is May 4, the college would not report the activity in the 2015-16 offcount since the students' completion of the course is unknown at that time. If the data of extraction is May 18, then the activity for all students remaining registered up to and including May 17 may be reported in the 2015-16 offcount.

To ensure student activity is not duplicated across different enrolment reporting years, use the same date of extraction annually, to the closest business day.

<u>Full-time Tuition Short</u>

Colleges are to report once annually activity in full-time tuition short programs. Enrolment reporting for tuition short programs is restricted to students that are eligible for funding through the CFF. Tuition short data should be reported by program.

Specific data reporting instructions are given in Appendix H.

<u>Reporting Collaborative College-University Programs</u>

For concurrent and joint/integrated programs, there are three options for the reporting of students. These three options are:

1. Where students are studying simultaneously at both the college and university during an academic year, the institutions may report the respective proportions of the total student course load, not to exceed 1.0 full-time equivalent (FTE) per student. The normal funding formulae will apply, with the exception that, in the college formula, the reduced weighting that is normally applied to part-time students will not apply.

    The ministry will require a separate report to be submitted indicating all students registered in the program for the enrolment cycle and the FTE calculation per student that, when summed, demonstrates the number of full-time students reported in CSER.

2. Where the student is taking the program sequentially at one institution and then the other, the institutions may report in each academic period whether a student shall be counted as a full-time student of the college, or of the university; and the normal funding formula will apply.

3. One institution in the partnership may claim the student for operating grant support for the entire duration of the program using the normal funding formula applicable to that institution. Elements of the joint program would then be sub-contracted to the partnering institutions under terms agreed to by the two institutions.

<u>Duration</u>

The duration of programs and courses is important to the calculation of funding and is itemized as one of the elements relevant to the audit.

<u>Full-time Duration</u>

For full-time programs, duration is expressed in weeks and represents the time required to complete a program assuming a student undertakes a 100% course load in each term.

<u>Part-time Course Duration</u>

For part-time courses, the duration of individual courses is expressed in student contact hours. Postsecondary courses must have a duration of at least ten hours with the exception of post-diploma courses approved for funding prior to 2003-04.

<u>Non-Traditional Modes of Instruction, Full-time and Part-time</u>

For courses using a non-traditional mode of instruction (e.g. on-line) for which it is not practical to measure the actual number of weeks or student contact hours, as applicable, a college would report the number of weeks/student contact hours that would have been generated had the course been offered in a traditional, classroom-based mode. Such courses may include special independent learning, private study courses, or correspondence courses.

Collaborative Nursing

As noted above, colleges are required to report full-time collaborative nursing enrolment in the term reports and part-time activity in the offcount report. To support funding calculations, colleges are also required to report the fiscal full-time equivalent (FFTE) enrolment measure – see Appendix A. Collaborative nursing enrolment will be reported through PFIS-CSER through the collaborative nursing submission.

For each collaborative nursing student reported in the term and offcount submissions with a funding status "Eligible for college operating funding" (with reference to the reporting guidelines given in Appendix G, this is funding status "10"), colleges will be required to provide the FFTE enrolment measure.

Consistent with university count dates, the winter count date for collaborative nursing activity for the purposes of the funding report is February 1. For any student registered in collaborative nursing on February 1 but withdrawing before March 1, colleges are required to add those students to the collaborative nursing submission.

Enrolment Activity Eligible for Funding under the College Funding Formula

Colleges are asked to identify the funding status for each student reported in the enrolment submission. The accurate identification of funding status for each student is

relevant to all modes of program delivery including programs delivered online or by other modes of distance learning. Students identified as being eligible for funding under the CFF must satisfy the following conditions:

1. Are domestic students or belong to an international student category that is eligible for CFF funding (see Appendix N for international student groups that are eligible for CFF funding);

2. Possess an Ontario Secondary School Diploma or equivalent; or are at least 19 years of age on the day the activity commenced;

3. Are registered in the enrolment period in a program or course of instruction approved for funding by MTCU; and

4. Have paid or made formal arrangements to pay tuition fees that comply with the *Minister's Binding Policy Directive on Tuition and Ancillary Fees*.

In addition to the above, there are specific eligibility requirements for the following activity:

5. Part-Time: to be eligible for funding through the CFF, the activity must meet the criteria detailed in the *Minister's Binding Policy Directive on Funding of Part-time Activity.* The Offcount attestation report to be signed by the appropriate college executive confirms that the part-time activities reported in the Offcount Submission meet the eligibility criteria in the directive is to be included in a college's enrolment.

6. Tuition Short: Only activity in Academic and Career Entrance (ACE) and Basic Training for Skill Development (BTSD) programs are to be reported.

Enrolment which is not eligible for funding under the CFF is described below:

1. Students in full-time programs of instruction that have not been approved by MTCU.

2. New entrants in a program of instruction for which funding approval has been cancelled. Phase-out full-time enrolment and part-time activity enrolment in suspended programs may continue to be reported.

3. Students in programs where the tuition fee has been established at levels in excess of the limits specified the operating procedure, *Tuition and Ancillary Fees Reporting*.

4. Enrolment for which the institution receives tuition fees and/or funding (excluding CFF funding) to support the costs of program delivery, the aggregate of which is in excess of the regulated tuition fee as outlined in the *Minister's Binding Policy Directive on Tuition and Ancillary Fees*. This would include the following:

   o students sponsored by Employment and Social Development Canada (ESDC) or the federal Department of Indian Affairs and Northern Development;

   o students sponsored by the Workplace Safety and Insurance Board (WSIB);

   o enrolment funded through the Employment and Training Division of MTCU including:

      ▪ apprenticeship training
      ▪ Job Connect program
      ▪ literacy basic skills
      ▪ Second Career
      ▪ Coop Diploma Apprenticeship (CODA);

   o activity delivered under contract such as corporate training;

   o activity funded by other Ministries or government agencies; and

   o students paying international tuition fees as outlined in the *Minister's Binding Policy Directive on Tuition and Ancillary Fees*.

5. Any enrolment in a course for which the college does not control the curriculum or the admission or evaluation of students.

6. Conferences and meetings.

7. Audit students who have declared attendance in a course or program on a non-participating basis and who are not seeking an evaluation.

8. On-the-job training: scheduled hours of activities that are not an integral component of the program curriculum but that are intended to give students hands-on experience in the workplace, and for which they receive a regular salary or wage from the employer.

9.   Co-operative (co-op) education work term: paid full-time employment evaluated by the employer and the college. Note that PLAR challenges and processes for the recognition of co-op work terms are eligible for funding.

10.   Staff instruction such as in-service training, meetings, or professional development courses provided by a college for its own staff or the staff of another college, with the following exceptions, in accordance with the Ontario Public Servants Employee Union (OPSEU) collective agreement currently in effect :

−   An [academic] employee in the bargaining unit may take, for a tuition fee of not more than $20.00 per course, on the employee's time:

         (i)   Ministry funded programs or courses

         (ii)   Other programs or courses as are mutually agreed

which the college currently offers. The employee must meet the normal college entrance and admission requirements and is subject to the academic policies after admission. (Article 12.01)

Persons who were in the academic bargaining unit who have been laid off may take one program or course offered by the college with the same terms as listed above. (Article 27.09A).

−   A [support staff] employee in the bargaining unit may take for a tuition fee of not more than $20.00 per course, on the employee's time:

         (i)   Ministry funded programs or courses

         (ii)   Other programs or courses as are mutually agreed

which the college currently offers. The employee must meet the college entrance and admission requirements and is subject to the academic policies. (Article 9.4)

Persons who were in the support staff bargaining unit who have been laid off pursuant to provisions in Article 15 may take a program or course offered by the college with the same terms as listed above. (Article 15.7.1).

Audit of Enrolment Data

Colleges are to engage an auditor licensed under the _Public Accountancy Act_ to conduct an audit of the enrolment that is eligible for funding through the CFF prior to June 30. The cost of performing the audit is the responsibility of the college.

The auditor is required to express an opinion on the signed enrolment attestations in accordance with the CICA Handbook, Section 5800 – Special Reports.

The ministry views as being of considerable merit the application of statistical sampling techniques in support of the auditor's opinion. Where such techniques are applied, the ministry considers appropriate a confidence level of 95 per cent and a materiality limit of 2 per cent with respect to the upper limit of net overstatement.

In addition, the auditor is to consider the following in expressing an opinion:

1. Colleges are to have accurately reported the funding status as it regards the appropriate inclusion of students in the status "Eligible for college operating funding" (with reference to the reporting guidelines given Appendix G, this is funding status "10"). Colleges must have adequate processes and documentation in place at the college to support the eligibility of students claimed for funding through the CFF. These processes must be applied to all registrations including students registered in eLearning activity. Auditors should, at a minimum, review the processes and documentation in place to ensure that students who are claimed for funding meet the eligibility criteria established by MTCU policy. Auditors should include as part of their report to MTCU an assessment of the adequacy of the processes and documentation used in the college to support claims for funding-eligible students and note any areas they have identified for colleges to improve these processes and procedures.

2. For those students identified as eligible for college operating funding as given above and identified as registered in full-time programs approved for funding and/or part-time activity approved for funding (with reference to the reporting guidelines given in Appendix G, these registration status codes 10, 21, 22, 32 and full-time tuition short), colleges are to have accurately reported the following data elements which are fundamental to the ministry's determination of funding under the College Funding Framework:
   a. Term duration
   b. Program duration
   c. student contact hours delivered
   d. Trainee days
   e. MTCU program code

  f. CCDO code
  g. Enrolment category type

3. For those students identified as eligible for college operating funding as given above and as registered in collaborative nursing in the Collaborative Nursing report, colleges are to have accurately reported the FFTE enrolment measure which is fundamental to the ministry's determination of funding for separately funded Collaborative Nursing programs.

Errors detected in the enrolment selected are to be corrected, and further investigation should be undertaken to determine whether or not such errors are unusual occurrences or are indications of systematic reporting problems.

<u>Changes to Enrolment Data After the Completion and Submission of the External Enrolment Audit</u>

The submission of an accurate Audit of Enrolment is key to the ministry's allocation of funding. It is therefore critical that enrolments are accurately reported and submitted on a timely basis.

College adjustments will not be accepted after the enrolment audit is submitted except under extraordinary circumstances and only with explicit authorization from the Director, Postsecondary Finance and Information Management Branch of the ministry. Any proposed adjustments requested after the enrolment audit is submitted must be authorized by the President and the college's auditor.

<u>Activities Excluded from Audit</u>

Enrolment in Board of Governor programs, full-cost recovery programs and programs and courses of general interest and other are not subject to the audit. With reference to the reporting guidelines given in Appendix G, this means activity reported in Registration Categories 51, 52, 61, 62, 70 and 80.

<u>Auditor's Report</u>

An auditor's report without reservation or unqualified items is a condition for a college to receive enrolment-based CFF funding. If the auditor is unable to provide an unqualified opinion, a full written explanation of the reasons is to be sent to the college's board of governors and to the Director, Postsecondary Finance & Information Management

Branch, Ministry of Training, Colleges and Universities. Further direction will be provided to the college after reviewing the matter.

The college's auditor is to:

- E-mail to the Director, Postsecondary Finance & Information Management Branch at PSFIMB@ontario.ca by June 30 of each year the complete audited enrolment report, made up of the following documents:

  - the auditor's report signed and dated by the external auditor who performed the audit (see Appendix C) including copies of the attestation reports that were the basis of the audit.

  - the auditor's questionnaire signed and dated by the external auditor who performed the audit (see Appendix D).

- Send by mail to the Director, Postsecondary Finance & Information Management Branch, College Finance Unit, Ministry of Training, Colleges and Universities by June 30 of each year the original signed auditor's report including the copies of the signed attestations as well as the questionnaire.

For further information regarding this operating procedure and the address for the Postsecondary Finance & Information Management Branch, please see Ministry Contacts and Other Resources below.

Ministry Contacts and other Resources

For more information regarding reporting requirements, please contact:

Susan Peschken
Team Lead (A)
College Finance Unit
Postsecondary Finance and Information Management Branch
Ministry of Training, Colleges and Universities
Telephone: 416-325-5426
Email: Susan.Peschken@ontario.ca

Ministry Resources

The reporting guidelines as well as other resources are posted on the ministry's website at the following address: http://caat.edu.gov.on.ca/

The site is password protected and can be accessed using the username "caatsite" and the password "900Mowat" (case sensitive).

Mailing Address

Postsecondary Finance and Information Management Branch
Postsecondary Education Division
Ministry of Training, Colleges and Universities
Mowat Block, 7th Floor
900 Bay Street
Toronto, ON
M7A 1L2

Appendix A: Overview of Enrolment Measures

Enrolment is expressed using four different measures: 1) headcount; 2) full-time equivalent (FTE); 3) weighted funding units (WFU); and fiscal full-time equivalent (FFTE). These measures are explained below.

1. Headcount Enrolment

Headcount enrolment is the most intuitive measure and is simply a count of the number of students registered. Regardless of the program in which a student is registered and regardless of whether the student is full-time or part-time, one student is equivalent to another and results in a single headcount.

Typically, headcount statistics reference full-time headcount only and are an extract of fall enrolment submissions to the ministry. With respect to part-time, PFIS-CSER calculates a part-time headcount for each Registration Status code. It is not a headcount of the number of individual part-time students.

Currently, two grants employ headcount enrolment measures: International Student Recovery (ISR) and the Grant in Lieu of Municipal Taxation. Please see the *2014-15 Technical Document: College Operating Grants Allocations* for more details regarding the calculation of college operating grants.

2. Full-time equivalent (FTE)

FTE enrolment is a calculated enrolment measure that expresses all activity, full-time or part-time, as a consistent full-time enrolment measure. In general terms, a student registered full-time in both the fall and the winter terms, will result in an FTE value of 1. The calculation of FTE for both full-time and part-time and full-time tuition short activity is given below.

FTE enrolment is only calculated for those students identified as eligible for college operating funding and identified as registered in full-time programs approved for funding and/or part-time activity approved for funding (with reference to the reporting guidelines given in Appendix G, this represents funding status 10 and registration status codes 10, 21, 22, 32 and full-time tuition short).

A college's FTE enrolment is the summation of all FTE enrolment in each term and in all three categories of activity. Currently, no grants employ FTE enrolment in the calculation of the grant.

Full-time FTE Calculation

$$FTE_{FT} = \frac{Term\ Duration\ X\ Headcount}{Program\ Duration} \ X \ \ Fu$$

Where:

Term Duration	=	the length of the term expressed in weeks
Headcount	=	the number of students registered in a full-time academic term in a given program
Program Duration	=	the standard duration of the program to completion expressed in weeks
Fu	=	the funding unit as assigned to the program by the ministry and consistent for each MTCU code

Part-time FTE Calculation

$$FTE_{PT} = \frac{\sum SCH}{840}$$

Where:

Student Contact Hours (SCH) = a unit of activity representing one student enrolled in one required hour of instruction

Full-time Tuition Short FTE Calculation

$$FTE_{TS} = \frac{\sum Trainee\ Days}{140}$$

Where:

Trainee Days (TD) = 1 day of training for one student where a day of training is understood to be 5 hours of instruction

3. Weighted Funding Unit (WFU)

WFU enrolment is a calculated enrolment measure used for funding purposes. It is a measure which recognizes variability in program delivery costs as expressed in the program weight assigned to each MTCU code at the time of program approval. Used in funding calculations, WFU enrolment provides relatively more funding for enrolment in programs that are considered more expensive to deliver. Most operating grants that are

formula-based allocations use WFU enrolment in the funding calculation, for example and most notably, the College Funding Formula. Please see the *2014-15 Technical Document: College Operating Grants Allocations* for more details regarding the calculation of college operating grants.

WFU enrolment is only calculated for those students identified as eligible for college operating funding and identified as registered in full-time programs approved for funding and/or part-time activity approved for funding (with reference to the reporting guidelines given in Appendix G, this represents funding status 10 and registration status codes 10, 21, 22, 32 and full-time tuition short).

A college's annual WFU enrolment is the summation of all WFU enrolment in each term and in all categories of activity.

<u>Full-time WFU Calculation</u>

$$WFU_{FT} = FTE_{FT} \; X \; WT \; X \; (AD)$$

Where:

AD = Applied Degree Factor: 1.025 applied degree programs and 1.0 for all other programs

WT = the program weight as assigned to the program by the ministry and consistent for each MTCU code

<u>Part-time WFU Calculation</u>

1. For Part-time activity with an Enrolment Category Type of 10 through 38.

$$WFU_{PT} = \frac{0.25 \; X \; SCH}{700} \; X \; Implicit \; WT \; + \; \frac{0.75 \; X \; SCH}{1120} \; X \; 1.1$$

Where:

Student Contact Hours (SCH) = a unit of activity representing one student enrolled in one required hour of instruction

Implicit Weight (Implicit WT) = the ratio of full-time WFU to full-time FTE calculated for each college and as given above $\left(\dfrac{\sum WFU_{FT}}{\sum FTE_{FT}} \right)$

2. For Part-time activity with an Enrolment Category Type 39 and 40 (Prior Learning Assessment and Recognition)

$$WFU_{PLAR} = \frac{\sum PLAR}{100}$$

Prior learning assessment and recognition (PLAR) = one incidence of a challenge or assessment

Full-time Tuition Short WFU Calculation

$$WFU_{TS} = \frac{TD}{180} \times (\frac{WT}{100} + \frac{TS}{10})$$

Where:

WT = Program Weight pertaining to the CCDO code

Trainee Days (TD) = 1 day of training for one student where a day of training is understood to be 5 hours of instruction

TS = Tuition-Short Allowance pertaining to the CCDO code

4. Fiscal Full-time Equivalent (FFTE)

FFTE is a calculated enrolment measure used to calculate funding for collaborative nursing activity where programming is delivered through college-university partnerships. The definition of FFTE for collaborative nursing is consistent with the *Ontario Operating Funds Distribution Manual for Universities*. This definition can be summarized as follows:

A "fiscal full-time equivalent" (FFTE) is a measurement of the full-time equivalent for the fiscal year. Where a degree or diploma program requires successful completion of a specific number of units of study to complete the total program, the fiscal FTE is calculated by dividing the sum of the units of study for which a student is registered in the particular term of the fiscal year, by the normal full-time study load for the academic year.

In the examples below, assume that the normal full-time study load for the academic year equals five full courses.

Example 1:

Student A enrols in four full courses in the Fall term, which continue through the Winter term. Therefore, on a term by term basis:

$$\text{Student A is } \frac{(4/2)}{5} = 0.400 \text{ FFTE for the Fall term}$$

$$\text{and } \frac{(4/2)}{5} = 0.400 \text{ FFTE for the Winter term}$$

Total for the enrolment reporting year = .800 FFTE (Student A completes half of his four full courses in the Fall term and the remaining half in the Winter term).

Example 2:

Student B enrols in three full courses and two half courses in the Fall term, 1 half course in the Winter term (the full courses continued through the WSinter term). Therefore, on a term by term basis:

$$\text{Student B is } \frac{(3/2) + (2 * \tfrac{1}{2})}{5} = 0.500 \text{ FFTE for the Fall term}$$

$$\text{and } \frac{(3/2) + (1 * \tfrac{1}{2})}{5} = 0.400 \text{ FFTE for the Winter term}$$

Total for the enrolment reporting year = 0.900 FFTE.

Ontario	**Ministry of Training, Colleges and Universities**
	Colleges of Applied Arts and Technology
	Policy Framework

2.0 Finance & Administration	**Enrolment Reporting and Audit Guidelines 2015-16**	**Operating Procedure**

Appendix B. Timelines and Submission Requirements for Enrolment Reporting

Month	Process	Activity Reported
June 30, 2015	Count date for Summer term enrolment In preparation for the new enrolment reporting cycle, colleges should review: 1. the list of campuses reported to MTCU 2. the list of funding eligible programs – see Report # 124 in CSER 3. access to CSER If any additional campuses or full-time programs that are active must be added to the CSER database to facilitate reporting, contact the ministry (see *Ministry Contacts and other Resources* on page 23).	1. Full-time in programs approved for funding 2. Full-time Collaborative Nursing
July 31, 2015	Summer Term submission due. Signed attestation required for upload to complete submission process in CSER.	
tenth day of classes in Fall term	Count date for September submission	
September 30, 2015	September 10 submission due. Blank attestation required for upload to complete submission process in CSER	1. Full-time in programs approved for funding 2. Full-time Collaborative Nursing
by November 2, 2015	In preparation for the Fall term submission, colleges should review: 1. the list of campuses reported to MTCU 2. the list of funding eligible programs – see Report # 124 in CSER 3. access to CSER If any additional campuses or full-time programs that are active must be added to the CSER database to facilitate reporting, contact the ministry (see *Ministry Contacts and other Resources* on page 23).	
November 1, 2015	Count date for the Fall term submission	

Month	Process	Activity Reported
November 30, 2015	Fall term submission due. Signed attestation required for upload to complete submission process in CSER	1. Full-time in programs approved for funding 2. Full-time Collaborative Nursing
November 30, 2015	2015-16 College Fee submission due Signed full-time tuition fee attestations due, ancillary fee and part-time tuition fee attestations due	1. Full-time tuition fees 2. Ancillary fees 3. Part-time tuition fees
by March 1, 2016	In preparation for the Winter term submission, colleges should review: 1. the list of campuses reported to MTCU 2. the list of funding eligible programs – see Report # 124 in CSER 3. access to CSER If any additional campuses or full-time programs that are active must be added to the CSER database to facilitate reporting, contact the ministry (see Ministry Contacts and other Resources on page 23).	
March 1, 2016	Count date for the Winter term submission	
March 31, 2016	Winter term submission due. Signed attestation required for upload to complete submission process in CSER	1. Full-time in programs approved for funding 2. Full-time Collaborative Nursing
May 31, 2016	Offcount submission is due. Full-time Tuition Short submission due. Collaborative Nursing Funding Form due. Signed attestation required for upload to complete submission process in CSER. For colleges submitting both the Offcount and the Full-time Tuition Short submissions, two attestations are required.	1. Full-time programs approved for funding that fall between count dates. 2. Part-time Activity with a part-time activity number 3. Part-time activity in full-time programs approved for funding 4. Part-time Tuition Short Activity 5. Full-time Collaborative Nursing activity that falls between count dates 6. Part-time Collaborative Nursing Activity 7. Full-time and Part-time

	Ministry of Training, Colleges and Universities	
	Colleges of Applied Arts and Technology **Policy Framework**	
2.0 Finance & Administration	**Enrolment Reporting and** **Audit Guidelines 2015-16**	**Operating Procedure**

Month	Process	Activity Reported
		Board of Governor activity 8. Full-time and Part-time Full-Cost Recovery activity 9. General Interest 10. Other 11. FFTE enrolment measure reported for Collaborative Nursing *See Appendix G for full details*
May 31, 2016	Adjustments to Summer, Fall and Winter term submissions are due. Signed attestation required for upload to complete submission process in CSER.	
June 1, 2016	Ministry to release *2016-17 Enrolment and Graduate Reporting Guidelines*	
June 30, 2016	Auditor's report and questionnaire to be submitted to the ministry	

Appendix C: Auditor's Report

AUDITOR'S REPORT

To the Deputy Minister of Training, Colleges and Universities:

At the request of [name of college], I have examined the attached, signed enrolment attestations, including the detailed, student-level data submitted through the College Statistical Enrolment Report (CSER) for [enter fiscal year, e.g., 2015–2016]. This enrolment information is the responsibility of the management of the college. Our responsibility is to express an opinion on this report based on our audit.

Our examination was made in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the enrolment information is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the enrolment report.

In my opinion, the signed enrolment attestations in all material respects, for [enter name of college] for [enter fiscal year, e.g., 2015–2016] are in accordance with the current operating procedure on Enrolment Reporting dated [enter date], issued by the Ministry of Training, Colleges and Universities. This includes the correct reporting of students as eligible for funding under the college operating grants as well as the specific data relevant for funding calculations and as given under the _Enrolment Reporting_ operating procedure under the section <u>Audit of Enrolment Data</u>.

City ....…

(signed) ....
          Chartered Accountants

Date ....…

Appendix D: Auditor's Questionnaire

TO   The Deputy Minister of Training, Colleges and Universities

RE:

(Name of Institution)

Tick either "Yes" or "No" for each item below and provide additional responses as required.

1. During the course of the enrolment audit, were there any matters that you have reported, or intend to report, to the management, the audit committee or the board of governors of your client regarding material inaccuracies or the possibility of material inaccuracies in the enrolment report?

   ☐ Yes   ☐ No

   If "Yes", please outline what they are:

2a. Did you submit a management letter pertaining to the enrolment audit for the year prior to the year under review?

   ☐ Yes   ☐ No

2b. Have all the matters in the management letter pertaining to the enrolment audit been resolved to your satisfaction?

   ☐ Yes   ☐ No

   If "No", please comment:

3. Did you review the responses contained in this questionnaire with the institution?

   ☐ Yes   ☐ No

City

(signed)

Date

Appendix E. Overview of Data Elements and Reporting Requirements for Funded Activity

Key for Business rules
M = For each of the activity types indicated, one of the coded responses listed in Appendix G is required.
O = Providing a value is optional for the activity types indicated with default responses as listed in Appendix G.
B = Leave blank for the indicated activity types

Funding Status Reason (Field #14): Key
A = A valid response for the activity type
N/A = An invalid response for the activity type

	Funded Activity					
	Full-Time	Part-Time - PT Activity Number	Part-Time - Funding Eligible FT Program	Tuition Short - Part-time	Collaborative Nursing - Full time	Collaborative Nursing - Part Time
Registration Status (Field #48). *See Appendix G for definitions*	10	21	22	32	41	42
Eligible for college operating funding	A	A	A	A	A	A
International Students	A	A	A	A	A	A
Co-op Term	A	A	A	A	A	A
Second Career	A	A	A	A	A	A
WSIB funded	A	A	A	A	A	A
Co-op Diploma Apprenticeship (CODA) students	A	A	A	A	A	A
HRSDC	A	A	A	A	A	A
Collaborative with another institution and claimed by other institution	A	A	A	A	A	A
Other (e.g. Indian Affairs)	A	A	A	A	A	A
Not applicable	N/A	N/A	N/A	N/A	N/A	N/A

Funding Status (Field #14 - see Appendix G for details)

Fields:						
Submission Identification						
1. Fiscal Year	M	M	M	M	M	M
2. Calendar year	M	M	M	M	M	M
3. Semester (Report Month)	M	M	M	M	M	M
Student Identification (Student Level)						
4. Institution Code	M	M	M	M	M	M
5. Student Identification Number	M	M	M	M	M	M
6. OEN	M	M	M	M	M	M
7. National Student Number	N/A	N/A	N/A	N/A	N/A	N/A
8. First Name	M	M	M	M	M	M
9. Last Name	M	M	M	M	M	M
10. Middle Name	O	O	O	O	O	O
11. Date of Birth	M	M	M	M	M	M

		Funded Activity				
	Full-Time	**Part-Time - PT Activity Number**	**Part-Time - Funding Eligible FT Program**	**Tuition Short - Part-time**	**Collaborative Nursing - Full time**	**Collaborative Nursing - Part Time**
12. Gender	M	M	M	M	M	M
13. OCAS Application Number	M	M	M	M	M	M
14. Funding (Ineligible) Status Reason	M	M	M	M	M	M
Student Statistical Descriptors (Student Level)						
15. Mother Tongue	M	M	M	M	M	M
16. Preferred Language	M	M	M	M	M	M
17. Country of Citizenship	M	M	M	M	M	M
18. Country of Birth	M	M	M	M	M	M
19. Status in Canada	M	M	M	M	M	M
20. Province or State of Permanent Address	M	M	M	M	M	M
21. Postal Code of permanent Address	O	O	O	O	O	O
22. Current status of the student at the Institution	M	M	M	M	M	M
23. Current Country of Residence	M	M	M	M	M	M
24. Permanent City	O	O	O	O	O	O
25. Permanent Province of Residence declared upon admission	M	M	M	M	M	M
26. Country of Permanent Address	M	M	M	M	M	M
27. Sensitive Record	M	M	M	M	M	M
28. Education Activity of Student last year	M	M	M	M	M	M
29. Start Date at Institution	M	M	M	M	M	M
30. Previous Institution Attended	M	M	M	M	M	M
31. International Exchange Student	M	M	M	M	M	M
66. Credit Transfer Student	M	B	M	B	M	M
Program Statistical Descriptor (Program Level)						
32. Credential Type	M	O	O	O	M	M
33. Joint Credential Type	M	O	O	O	M	M
34. Program Type	M	O	O	O	M	M
35. Program Delivery Type	M	O	O	O	M	M
36. Joint Program Type	M	O	O	O	M	M
37. Study Area	M	O	O	O	M	M
38. Program Code	M	O	O	O	M	M
39. Program Name	M	O	O	O	M	M
40. Course Code	O	M	M	M	O	M
41. Course Name	O	M	M	M	O	M
42. Collaborative Program Flag	M	M	M	M	M	M
43. Program Start Date	M	O	O	O	M	M
44. Course/ Term Start Date	B M	M	M	M	B M	M
45. Main Major	O	O	O	O	O	O
46. Major1CIP	M	O	O	O	M	M

	Funded Activity					
	Full-Time	Part-Time - PT Activity Number	Part-Time - Funding Eligible FT Program	Tuition Short - Part-time	Collaborative Nursing - Full time	Collaborative Nursing - Part Time
Program Funding Fields (Program Level)						
47. APS	M	B	M	M	M	M
48. Registration (Enrolment) Status	M	M	M	M	M	M
49. High Demand Flag	M	M	M	M	M	M
50. Program Tuition Fee	M	B	B	B	M	B
51. Entry Level	M	O	M	O	M	M
52. Study Year	M	O	O	M	M	M
53. Program Duration	M	B	B	B	B	B
54. Program Length	O	O	O	O	O	O
55. Unit of Measure	O	O	O	O	O	O
56. Term Duration	M	O	O	O	O	O
57. CCDO Code	B	B	B	M	B	B
58. Enrolment Category Type	B	M	M	M	B	O
59. MTCU Code	M	B	M	B	M	M
60. Part-time Activity Number	B	M	B	B	B	B
61. Part-time Course Fee	B	M	M	M	B	M
62. Part-time Course Fee - Unit of Measure	B	M	M	M	B	M
63. Part-time Course Duration	B	M	M	M	B	B
64. Part-time Course Hours Completed	B	M	M	M	B	B
65. Coop Flag	M	M	M	M	M	M
67. Distance Education	M	M	M	M	M	M

Appendix F. Overview of Data Elements and Reporting Requirements for Non-Funded Activity

Key for Business rules
M = For each of the activity types indicated, one of the coded responses listed in Appendix G is required.
O = Providing a value is optional for the activity types indicated with default responses as listed in Appendix G.
B = Leave blank for the indicated activity types

Funding Status Reason (Field #14): Key
A = A valid response for the activity type
N/A = An invalid response for the activity type

Funding Status (Field #14 - see Appendix G for details)

	Full Cost Recovery / Other Funding					
	Board of Governors Programs- Full-time	Board of Governors Programs- Part-time	Full-cost Recovery for Approved programs - Full-time	Full-cost Recovery for Approved programs - Part-time	General Interest	Other
Registration Status (Field #48). *See Appendix G for definitions*	51	52	61	62	70	80
Eligible for college operating funding	N/A	N/A	N/A	N/A	N/A	N/A
International Students	A	A	A	A	A	A
Co-op Term	A	A	A	A	A	A
Second Career	A	A	A	A	A	A
WSIB funded	A	A	A	A	A	A
Co-op Diploma Apprenticeship (CODA) students	A	A	A	A	A	A
HRSDC	A	A	A	A	A	A
Collaborative with another institution and claimed by other institution	A	A	A	A	A	A
Other (e.g. Indian Affairs)	A	A	A	A	A	A
Not applicable	A	A	A	A	A	A

Fields:						
Submission Identification						
1. Fiscal Year	M	M	M	M	M	M
2. Calendar year	M	M	M	M	M	M
3. Semester (Report Month)	M	M	M	M	M	M
Student Identification (Student Level)						
4. Institution Code	M	M	M	M	M	M
5. Student Identification Number	M	M	M	M	M	M
6. OEN	M	M	M	M	M	M
7. National Student Number	N/A	N/A	N/A	N/A	N/A	N/A
8. First Name	M	M	M	M	M	M
9. Last Name	M	M	M	M	M	M
10. Middle Name	O	O	O	O	O	O

	Full Cost Recovery / Other Funding					
	Board of Governors Programs- Full-time	**Board of Governors Programs- Part-time**	**Full-cost Recovery for Approved programs - Full-time**	**Full-cost Recovery for Approved programs - Part-time**	**General Interest**	**Other**
11. Date of Birth	O	O	O	O	O	O
12. Gender	O	O	O	O	O	O
13. OCAS Application Number	M	M	M	M	M	M
14. Funding (Ineligible) Status Reason	M	M	M	M	M	M
Student Statistical Descriptors (Student Level)						
15. Mother Tongue	M	M	M	M	M	M
16. Preferred Language	M	M	M	M	M	M
17. Country of Citizenship	M	M	M	M	M	M
18. Country of Birth	M	M	M	M	M	M
19. Status in Canada	M	M	M	M	M	M
20. Province or State of Permanent Address	M	M	M	M	M	M
21. Postal Code of permanent Address	O	O	O	O	O	O
22. Current status of the student at the Institution	M	M	M	M	M	M
23. Current Country of Residence	M	M	M	M	M	M
24. Permanent City	O	O	O	O	O	O
25. Permanent Province of Residence declared upon admission	M	M	M	M	M	M
26. Country of Permanent Address	M	M	M	M	M	M
27. Sensitive Record	M	M	M	M	M	M
28. Education Activity of Student last year	M	M	M	M	M	M
29. Start Date at Institution	O	O	O	O	O	O
30. Previous Institution Attended	M	M	M	M	M	M
31. International Exchange Student	M	M	M	M	M	M
66. Credit Transfer Student	B	B	M	M	B	B
Program Statistical Descriptor (Program Level)						
32. Credential Type	M	O	M	O	O	O
33. Joint Credential Type	M	O	M	O	O	O
34. Program Type	M	B	M	B	B	B
35. Program Delivery Type	M	O	M	O	O	O
36. Joint Program Type	M	O	M	O	O	O
37. Study Area	M	O	M	O	O	O
38. Program Code	M	O	M	O	O	O
39. Program Name	M	O	M	O	O	O
40. Course Code	B	M	B	M	M	M
41. Course Name	B	M	B	M	M	M
42. Collaborative Program Flag	M	M	M	M	M	M
43. Program Start Date	M	B	M	B	B	B
44. Course/Term Start Date	M	M	M	M	M	M
45. Main Major	O	O	O	O	O	O

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	Full Cost Recovery / Other Funding					
	Board of Governors Programs- Full-time	**Board of Governors Programs- Part-time**	**Full-cost Recovery for Approved programs - Full-time**	**Full-cost Recovery for Approved programs - Part-time**	**General Interest**	**Other**
46. Major1CIP	O	O	O	O	O	O
Program Funding Fields (Program Level)						
47. APS	B	B	M	M	B	B
48. Registration (Enrolment) Status	M	M	M	M	M	M
49. High Demand Flag	B	B	B	B	B	B
50. Program Tuition Fee	M	B	M	B	O	O
51. Entry Level	O	O	O	O	O	O
52. Study Year	M	O	M	O	O	O
53. Program Duration	B	B	B	B	B	B
54. Program Length	O	O	O	O	O	O
55. Unit of Measure	O	O	O	O	O	O
56. Term Duration	O	O	O	O	O	O
57. CCDO Code	B	B	B	B	B	B
58. Enrolment Category Type	O	O	O	O	O	O
59. MTCU Code	B	B	O	O	B	B
60. Part-time Activity Number	B	B	B	B	B	B
61. Part-time Course Fee	B	M	B	M	O	B
62. Part-time Course Fee - Unit of Measure	B	M	B	M	O	B
63. Part-time Course Duration	B	O	B	O	O	O
64. Part-time Course Hours Completed	B	O	B	O	O	O
65. Coop Flag	M	M	M	M	M	M
67. Distance Education	M	M	M	M	M	M

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Appendix G. Data Elements and Description

The following data file defines 67 data elements. The data elements defined are common for both enrolment reporting to the ministry as well as the Ontario College Application Service (OCAS).

Colleges are asked to follow the following naming convention in uploading the XML files to CSER: COLL_YYYY_YY_SUBMSSION_VS_X.xml where:

- •   COLL is the four-letter college code, i.e. ALGO;
- •   YYYY_YY is the year of the reporting cycle, i.e. 2015-16;
- •   SUBMISSION is the term (i.e. "NOV", "OFF", etc); and
- •   VS is the file version (i.e. VS_1).

Colleges are asked to follow the same convention for files submitted to OCAS.

	Number	Element Name	Description/Reporting Instructions	Format & Codes
1.		Fiscal Year	Fiscal year (April 1 – March 31) corresponding to the Semester (see Field #3)	Numeric (6) YYYYYY (e.g. 201213 for fiscal 2012-2013)
2.		Calendar Year	Calendar year corresponding to the semester (see Field #3) For the off-count submission, the calendar year indicated should be the year the data submitted to the ministry	Numeric (4) YYYY (e.g. 2012 for Fall 2012 semester and 2013 for 2013 Winter semester)
3.		Semester (Report Month)	The month corresponding to the count date for which enrolments are being reported in the submission cycle. Definition of semesters and count dates given below: ▪ "JUN" – Summer – June 30th Count Date (May 1 – August 31) ▪ "SEP" - Sept - Day 10 Count Date ▪ "NOV" - Fall - November 1 Count Date (September 1 – December 31) ▪ "MAR" - Winter – March 1st Count Date (January 1 – April 30th) ▪ "OFF" – Off-count submission Part-time, and non-funded activity (Registration Status codes 21, 22, 32, 42, 51, 52, 61, 62, 70, 80) and any full-time (Registration Status Code 10 & 41) not reported during any term are to be reported in an annual "off-count report" to be submitted April 30 after the end of the fiscal year on March 31. For off-count activity (Registration Status codes 21, 22, 32, 42, 51, 52, 61, 62, 70, 80) colleges are asked to report an individual record for each student for each course/program. Include only records for students who remained registered in the course/program past the date at which a full tuition refund would be due. With regard to part-time students, include only those students in part-time courses where the activity has not been reported in the	Alpha (3) ▪ JUN ▪ SEP ▪ NOV ▪ MAR ▪ OFF

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	Number	Element Name	Description/Reporting Instructions	Format & Codes
			full-time activity. For full-time activity reported in the off-count submission (Registration Status 10, 41, 51, 61) continue to provide data at the program level. For activity in a program/course that spans across a fiscal year, report only the portion of the activity that occurs in that particular fiscal year. For full-time students in Registration Status code 10 (Full-time Funded programs) registered in activity above 100% of a full course load (i.e. "overload"), colleges should report the additional activity through the part-time Registration Status Code 22. For students registered in unfunded programs (Registration Status Codes 51 and 61), overload activity need not be reported. The overload activity reported should be consistent with the activity for which the student is charged additional tuition. For additional reporting instructions, please see the description for Fields #40, 41, 48, 58, 60,61, 63 and 64 Please see the *Glossary* on page 4 and the section *Alternative Audit Enrolment Period for Tuition-Short and Part-time* for additional clarification regarding reporting full-time and part-time activity.	
4.	1025	Institution Code (1025)	Every campus has been assigned an eight-digit code compliant with PSIS reporting. Colleges are required to provide a list of campuses with their location, including postal code (full list of location data elements and other attributes to be confirmed). This list will be maintained at minimum on an annual basis and will be cross-referenced with current OCAS campus codes. Included in the set of codes assigned to each institution is a "roll-up" code ending in "00". Colleges are asked not to report enrolment against the roll-up code. A campus, whether leased or owned, is defined as any location of program delivery with enrolment of at least 50 students (in Registration Status categories 10 through 62 and 80 (see Field #48) or 2% of total full-time enrolment. Activity in Registration Status category 70 (General Interest) is not counted towards the threshold enrolment. If a full-time student attends multiple campuses, report the primary campus where the program is delivered. For part-time students, colleges are asked to report the primary campus at which a course is delivered. For activity in locations that do not meet the definition of a campus given above, report the activity against the college's main campus.	Numeric(8)
5.	4000	Student Identification Number	The institution's permanent and unique identifier for the student while in this postsecondary institution.	Text (14)

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	Number	Element Name	Description/Reporting Instructions	Format & Codes
6.	4830	OEN	Report the student's Ontario Education Number (OEN), a 9-digit student identification number.	Numeric (9) OEN business rule to apply. OEN = (999999999) = Not reported
7.	4030	National Student Number	Placeholder for future National Student Number as assigned by Stats Canada Leave blank (for possible future implementation)	Text (30)
8.	4040	First Name	Student's first (given) name OEN business rule to apply. Where only one name exists in a record, report this value in first and last name field.	Text (50)
9.	4042	Last Name	Student's last name (surname) OEN business rule to apply. Where only one name exists in a record, report this value in first and last name field.	Text (100)
10.	4041	Middle Name	Student's middle name(s) or initials	Text (50)
11.	4230	Date of Birth	Student's birth date. OEN business rule to apply. Where entered, must be greater than 19010101 For Registration Status categories 51. 52. 61, 62, 70 and 80, reporting date of birth data is optional.	Numeric(8) (e.g. 19950630 for June 30, 1995)
12.	4240	Gender	Student's gender	Numeric(1) Code Description 1 Male 2 Female 9 Unknown/ Not reported Default is blank for category types where a response is optional
13.	4925	OCAS Application Number	OCAS unique identifier for each application. Report the OCAS application number that was the basis for admission for a student to the program.	Numeric (9) Do not report hyphens. Report "000000000" where the application number is unknown or not applicable.
14.	5940	Funding Status Reason	Identify the code appropriate to indicate if a student is eligible for funding as defined by the MTCU Directive. If the student is not eligible, please select one of the reason codes 20 through 80, 97 and 98. 10 – a student eligible for college operating funding as defined by ministry directives and operating procedures and who does not fall into the categories given below. 20 – a student not eligible for funding due to their immigration status – see *Glossary* on page 8 30 – a student on a co-op work term 40 – a student for which the college is eligible to receive	Numeric (2) Code Description 10 Eligible for college operating funding 20 international student 30 Co-op Term 40 Second Career 50 WSIB Funded 60 Co-op Diploma Apprenticeship (CODA) students 70 ESDC 80 Collaborative with another institution and claimed by the other institution 97 Other 98 Not applicable

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	Number	Element Name	Description/Reporting Instructions	Format & Codes
			Second Career College Tuition Differential funding 50 – a student for which the college is receiving funding through the Workplace Safety and Insurance Board (WSIB) 60 – a student enrolled in a Co-op Diploma Apprenticeship (CODA) program of instruction and completed all apprenticeship in-school learning outcomes; diploma course requirements; and did an on-the-job paid work placement as an apprentice which contributed apprenticeship hours towards their Certificate of Qualification 70 – a student for which the college is receiving funding through the federal Employment and Social Development Canada (ESDC) programs 80 – Collaborative with another institution and claimed by the other institution	For Second Career students on a Co-op term, indicate 40 – Second Career For WSIB Funded students on Co-op term, indicate 50 – WSIB funded. For international students on a Co-op term, indicate 20 – international student. For Co-op Diploma Apprenticeship (CODA) students on a Co-op term, please indicate 60 – Co-op Diploma Apprenticeship (CODA) student. Otherwise, indicate the student is on a co-op term as appropriate. For Registration Status codes 51 through 80 which are categories of activity that are not eligible for college operating funding, please provides responses 20, 30, 40, 50, 70, 80, 97 or 98 as appropriate. Code 10 – Eligible for college operating funding is not a valid response for Registrations Status Codes 51 through 80. "98" is not valid a response for funded activity (Registration Status (Field #48): 10, 21, 22, 31, 32, 41 and 42)
15.	4250	Mother Tongue	Mother tongue, defined as the language first spoken by the student and still understood	Numeric (3) PSIS Mother Tongue Codes - see Appendix I. Code 123 – Other Code 999 – Unknown

16.	4251	Preferred Language	Language in which a student prefers to receive college correspondence	Alpha (1)
				
				Code Description
				  F French
				  E English
				
				Default is "E" for English-language colleges and "F" for French-language colleges

17.	4290	Country of Citizenship	Country of citizenship at the time of the report submission. For permanent residents, code the country of which the student is currently a citizen, not Canada. For students with dual citizenship, one of which is Canadian, code Canada. For a student from a colony or a dependency, code the colony or dependency and not the parent country; e.g. code "St. Pierre and Miquelon" as the country of citizenship for a student from that dependency even though France is the country from which they hold citizenship.	Numeric (5) List of country codes - see Appendix J. Code 99899 – Not applicable Code 99999 – Not reported Note that two lists of codes appears. Colleges have the choice of using either code set.
18.	4282	Country of Birth	Indicates the country of birth of the student	Numeric (5) List of country codes - see Appendix J.

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	Number	**Element Name**	**Description/Reporting Instructions**	**Format & Codes**
				Code 99899 – Not applicable Code 99999 – Not reported Note that two lists of codes are listed in the table. Colleges can use either code set in their submission.
19.	4290	Status in Canada	The student's status in Canada, in particular their immigration status for the reported term.	Numeric(2) Code Description 00 Unknown 10 Canadian citizen 20 Aboriginal Ancestry (where self-identified) 30 Permanent Resident (formerly called "landed immigrant") 40 Study permit/student visa: a permit obtained by a student to enter Canada for the sole purpose of attending an educational postsecondary institution 50 In Canada on authority of another visa (including students who are in Canada on diplomatic, trade or other missions) 60 Attending an off-shore school 70 Refugee status 80 Convention refugee (protected person) 90 Other
20.	4130	Province or State of Permanent Address	Province or state of the permanent address reported by the student on their application for admission or the most current province or state of the permanent address maintained by the postsecondary institution.	Alpha(2) List of Province / State codes. See Appendix K. Code ZY – Not applicable Code ZZ – Unknown
21.	4160	Permanent Postal / Zip Code	Postal code of the permanent address reported by the student on their application for admission or the most current permanent address maintained by the postsecondary institution.	Alphanumeric (9) For postal codes, enter A#A#A# (e.g. enter M6R2G2 for postal code M6R 2G2 (no space)). For 5 digit zip code enter #####. For a 9 digit zip code, enter 9 digits (e.g. 90210-0009, enter 902100009).
22.	4810	Current Status of the Student at the Institution	This element indicates whether or not the student has previously been registered at your institution. The possible statuses include: **Returning/on going student** - a student who was enrolled at your institution within the last 12 months in the same program **Re-entering student** - a student who was not enrolled at your institution within the last 12 months but had attended your institution some time in the past. **New student** - a student who is registering at your institution for the first time **Not a new student/undetermined** – a student who is not a new student at your institution but it is undetermined if they are returning/on-going or re-entering after a period of absence	Numeric (1) Code Description 1 Returning/on going student 2 Re-entering student 3 New student 4 Not a new student. Cannot determine whether returning/on going or re entering 5 Returning and different program 9 Unknown For enrolment reported in Registration Status Codes 10, 21, 22, 32, 41 and 42, a response of "9 – Unknown" is invalid.

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	Number	Element Name	Description/Reporting Instructions	Format & Codes
			Returning and different program - a student who was enrolled at your institution within the last 12 months but in a different program than the one currently reported in the submission.	
23.	4070	Current Country of Residence	Student's country of residence (where the student is living) while enrolled in the program or course(s) at your institution. For most students, this is Canada but some students live in the U.S. and commute to Canada for classes, and others study by Distance Education from other countries.	Numeric (5) List of country codes - see Appendix J. Code 99899 – Not applicable Code 99999 – Not reported Note that two lists of codes are listed in the table. Colleges may use either code set in their submission.
24.	4110	Permanent City	City or town of the permanent address reported by the student on their application for admission or the most current city or town of the permanent address maintained by the postsecondary institution for follow-up surveys of students after graduation.	Free text (35)
25.	4370	Permanent Province of Residence Declared Upon Admission	Permanent province or state of residence reported by the student on their application at admission. For Canadian citizens and permanent residents, report the permanent home province in Canada as follows: (a) For those students entering your institution immediately after high school completion (i.e. within the last twelve (12) months), report the province of last high school attended. (b) For all other students (i.e. not coming immediately after high school completion), report the province of permanent home address on the application for admission. The information should not be updated for students who were enrolled at the reporting postsecondary institution within the last twelve (12) months (i.e. returning/on-going students). However, the element information should be updated for students who were not enrolled at the reporting postsecondary institution within the last twelve (12) months but had attended the reporting postsecondary institution some time in the past (i.e. re-entering students). This element may or may not be the same as Province or state of the permanent address (Field # 20).	Alpha(2) List of Province / State codes. See Appendix . Code ZY – Not applicable Code ZZ – Unknown
26.	4150	Country of Permanent Address	Country of the permanent address reported by the student on their application for admission or the most current country of permanent address maintained by the postsecondary institution's information records.	Numeric (5) List of country codes - see Appendix J. Code 99899 – Not applicable Code 99999 – Not reported Note that two lists of codes are listed in the table. Colleges can use either code set in their submission.
27.	4200	Sensitive Record	Identifies students who have asked to be excluded from Statistics Canada's mail or telephone surveys.	Numeric(1) Code Description

	Number	Element Name	Description/Reporting Instructions	Format & Codes
				1 Yes, sensitive record 2 No Default is "2"
28.	4820	Educational Activity of Student last year	This element indicates the educational activity of students registered at your institution this year as at the time of your report last year. For a Fall submission, student status would be compared to the student status in the Fall of the prior year.	Numeric(2) Code Description 10 Enrolled at your institution full time 11 Enrolled at your institution part time 19 Enrolled at your institution but registration status unknown 20 Attending a university in the same province 21 Attending a university in another province/country 30 Attending another college in the same province 31 Attending another college in another province/country 40 Attending a high school in the same province 41 Attending a high school in another province/country 98 Student was not attending school last year 99 Not known
29.	4840	Start Date at Institution	Indicates the student's start date at the institution in a credit or non-credit program. The start date should be the earliest date that is equal to or later than the date on which the student turned sixteen years of age. For students reported in funded activity (i.e. Registration Status codes 10 through 42) that are less than sixteen years of age, report the start date in the current activity for which a student is being reported. Students less than sixteen years of age in the unfunded activity (i.e. Registration Status codes 51 through 80) need not be reported.	Numeric(8) YYYYMMDD (e.g. 20100901 for September 1, 2010)
30.	4960	Previous Institution Attended	Report the six digit BSID/MIDENT code from the OCAS application data, "MIDENT CODE" field.	Numeric (6) Default is 000000 for unknown.
31.	5945	International Exchange Student	International exchange students are those students participating in an exchange agreement between an Ontario college and a postsecondary institution abroad. For an Ontario student studying abroad but registered at the reporting Ontario college, indicate coded response (*1*) *Student studying abroad as part of an international exchange program*. For an international student studying at the reporting Ontario college, indicate coded response (*2*) *Ineligible for funding exchange student studying at reporting institution*.	Numeric(1) Code Description 1 Student studying abroad as part of an international exchange program 2 Ineligible for funding exchange student studying at reporting institution 9 Not applicable/Unknown (student is not part of an international exchange program)

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	Number	Element Name	Description/Reporting Instructions	Format & Codes
32.	2010	Credential Type	The type of formal qualification awarded for successful completion of the program, excluding certificates of attendance. A "formal qualification" is a qualification that is recognized by an official body such MTCU, boards of governors or other ministry appointed bodies, federal departments or ministries, industry associations or sectors, apprenticeship and trades commissions, regulatory bodies or licensing agencies.	Numeric(2) Code Description 01 General Equivalency Diploma/high school diploma 02 Certificate 03 Diploma 04 Degree (includes applied degree) 10 Attestation and other credentials for short programs 97 Other type of credential associated with a program 98 Not applicable Appendix L shows how Statistics Canada has classified Ontario programs against this element, as well as the Program Type (Field #34). For non-funded activity, Statistics Canada's guidelines as noted in Appendix K should be used.
33.	2011	Joint Credential Type	For joint programs in which a student normally receives two (2) credentials, report the first one in Field #32 and the "joint" or "second" credential here. For joint credential programs, please report the most advanced credential in Fields # 32/34. For example, for a joint Diploma and BA program, report the Degree Program under Fields # 32/34 and the Diploma program under Fields # 33/36.	Numeric (2) Use same responses as for Field #32.
34.	2015	Program Type	A classification of programs that is based on a combination of factors such as the general purpose of the program in terms of providing the prerequisites for additional education or having a labour market destination; the type of instruction offered in terms of educational content; and the credential required for entry into the program. The combination of this element and Credential Type describes the level and qualification of the program.	Numeric (2) Code Description 01 Basic education and skills programs 20 Qualifying program for career, technical or pre-university 21 Career, technical or professional training programs 22 Post career, technical or professional training programs 30 Pre-university program 40 Undergraduate qualifying program 46 Undergraduate program 47 Post-baccalaureate non-graduate program 91 Non-program (non-credit) 92 Non-program (credit activities towards undergraduate programs) 94 Non-program (credit activities towards other postsecondary programs) 98 Not Applicable Appendix L shows how Statistics Canada has classified Ontario programs against this element, as well as the Credential Type Element (Field #32). For non-funded activity, Statistics Canada's guidelines as noted in Appendix L should be used.
35.	2017	Program Delivery Type	Describe the mode of delivery for a program	Numeric (2) Code Description

	Number	Element Name	Description/Reporting Instructions	Format & Codes
				00 Unknown 01 Regular 02 Co-op 03 Optional Co-op 04 Distance Education 05 Non-ministry Funded 06 Continuous Intake 07 Accelerated
36.	2016	Joint program Type	For joint programs in which a student normally receives two (2) credentials, report the type of the first one in Program type and the type of the "joint" or "second" credential here. The order should align with how the college reported Credential Type and Joint Credential Type. For joint credential programs, please report the most advanced credential in Fields # 32 & 34.	Numeric (2) Use same responses as for Field #34.
37.	2018	Study Area	Report the program classification as reported to OCAS for the program the student is enrolled in for that reporting period. For Registration Status Codes 10, 41, 42, 51, 61 only coded responses A, B, H, T are valid. For all other Registration Status Codes, U and X may also be reported.	Alpha (1) Code Description A Arts B Business H Health T Technology U Unknown X Not Applicable
38.	2000	Program Code	A program is the presence of a set of structured learning experiences, as defined by a postsecondary institution or other provider, which lead to a completion point, and that point must be formally certified via an award or other form of recognition. Report the program code stored in the institution's administrative files. Program code as defined by the institution. If a program is offered as both a single credential program and a joint program (i.e. where a student normally receives two credentials) ensure that a unique program code is reported in this element for each option.	Free text (20)
39.	2020	Program Name	As with Field # 38, report the program name as it is stored in the institution's information systems.	Free text (100)
40.	3000	Course Code	Report the course code as assigned by the college to the part-time course. To report overload activity (see description for Field #3), indicate a course code of "77777".	Free text (20)
41.	3020	Course Name	Report the course name as assigned by the college to the part-time course. To report overload activity (see description for Field #3), indicate the course name "Overload".	Free text (100)
42.	5079	Collaboration	This element is a 2 digit code that identifies students who	Numeric(2)

	Number	Element Name	Description/Reporting Instructions	Format & Codes
		Program Flag	are enrolled in joint/collaborative programs. For purposes of reporting this element, Joint/Collaborative programs are defined as programs that are based on a formal agreement between the participating institutions to either share resources or recognize each other's credits as part of a cohesive program. For example, a joint/collaborative program can be offered as a 2+2 or some other combination of the required years of study split between/among partner institutions through an integrated curriculum offered in a geographically articulated mode. This excludes simple transfers from one institution to another where the student received advanced standing based on their completed courses but not done as part of a joint/collaborative program covered under a formal agreement between the institutions.	Code Description 10 Student registered in a Joint/Collaborative programme with one or more colleges (CAATs) 20 Student registered in a Joint/Collaborative programme with one or more universities 30 Student registered in a Joint/Collaborative programme with one or more colleges (CAATs) and one or more universities 40 Student registered in a Joint/Collaborative programme with an institution that is not a university or college 99 Not Applicable (student not registered in a joint/collaborative programme)
43.		Program Start Date	For full-time activity (Registration Codes 10 and 41), report the program start date consistent with the definition used to report to OCAS which is define as follows in the OCAS document *Enrolment Data Collection :Specification for Colleges V2.6*: *"The program start date field is meant to reflect the start date of the program (the initial starting cohort) not necessarily the term in which the enrolled student began that program. It is one of the key fields in the file for matching purposes: [OCAS uses] it to match enrolment records to application data."*	Numeric(6) YYYYMM (e.g. 201009 for September, 2010)
44.		Course/ Term Start Date	For all activity reported in the off-count report, (Registration Codes 10, 21, 22, 31, 32, 41, 42, 51, 52, 61, 62, 70, 80), report the date when the course/term began. Whereas the field is blank for full-time funded activity (10 and 41) reported through the term submission, where activity in Registration Status Codes 10 and 41 is reported through the offcount, the course start date cannot be blank. Note: Registration Status Code10 and 41 reported in the off-count will continue to be reported at the program level as noted above.	Numeric(6) YYYYMM (e.g. 201009 for September, 2010)
45.		Main Major	The student's first specialization or major field of study code as stored in the postsecondary institution's administrative files. Do not report "minors". Postsecondary institutions that assign unique program codes for each combination of credential and Specialization/Major(s) should report those codes as part of the Program Code (Field # 38) and leave the Major field blank.	Alphanumeric (10)
46.		Major1CIP	Programs should be classified according to Statistics Canada's Classification of Instructional Programs (CIP)/ Classification des programmes d'enseignement (CPE) Canada 2000. The table of programs that have been CIP coded to date	Numeric(2,4) ##.####

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	Number	Element Name	Description/Reporting Instructions	Format & Codes
			are available in Ontario College Application Service's (OCAS) data warehouse. The report is located under the category "05 - Program Grouping Reports" and is identified as RPT0002L – Program Details. The CIP codes are assigned to programs as identified by a program code as assigned by the institution. Where a program does not have a CIP code, provide the response '0' or '00.0000", as is consistent with uncoded programs in the OCAS table.	
47.		Approved Program Sequence (APS) Number	Enter the college specific approved program sequence (APS) number MTCU has assigned to each postsecondary and tuition short program of instruction. Reporting the APS code for "overload" activity as identified in Fields #40 Course Code and #41 Course Name above is optional.	Numeric(5) (e.g. 01234 for APS code 1234) Add leading zeroes as required
48.		Registration Status	This element is the type of activity in which the student is enrolled. For definitions of full-time, part-time and tuition short, please see the Glossary. 10– full-time in a program approved for funding with an assigned MTCU code and where the cohort is reported for funding 21 – student is enrolled part-time in an individual course with an associated part-time activity number assigned by MTCU 22 – part-time in a program approved for funding with an assigned MTCU code and where the cohort is reported for funding This field may also be used to report overload activity – see Field #3 for details regarding reporting overload activity. 32 – part-time in a tuition short program 41 – full-time in a Collaborative Nursing program 42 – part-time in a Collaborative Nursing program 51 – enrolled full-time in a program that may lead to a local credential as approved by a college's Board of Governors and which are not reported for funding 52 - enrolled in individual courses that may lead to a local credential as approved by a college's Board of Governors and which are not reported for funding 61 – enrolled full-time in program that will lead an Ontario credential, that has an APS number, may or may not have an MTCU code and which are offered on a full-cost recovery basis 62 – enrolled part-time in program that will lead an Ontario credential, that has an APS number, may or may not have an MTCU code and which are offered on a full-cost recovery basis 70 – enrolled in a course not leading to a credential 80 – activity not described by any of the categories given above	Numeric(2) Code Description 10 Full-Time 21 Part-Time – In a Course which has PT Activity Number 22 Part-Time - Funding Eligible FT Program 32 Tuition Short – Part-time 41 Collaborative Nursing – Full-time 42 Collaborative nursing – Part-time 51 Board of Governors – Full-time 52 Board of Governors – Part-time 61 Full Cost Recovery – Full-time 62 Full Cost Recovery – Part-time 70 General Interest 80 Other
49.		High Demand Flag (Tuition Fees)	Indicate the High Demand status of the record. The status should be consistent with the increase in tuition fees applied in compliance with *Tuition and Ancillary Fees*	Alpha(1) Code Description

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	Number	Element Name	Description/Reporting Instructions	Format & Codes
			Reporting procedure.	T High Demand F Not High Demand Default is blank for category types where a response is blank.
50.		Program Tuition Fee	The data reported here varies depending on the Registration Status category (see Field #48) **For Registration Categories 10 and 41 (Full-time and Collaborative Nursing)**: Report the annual program tuition fee based on the equivalent of a two semester program, as described in the operating procedure *Tuition and Ancillary Fees Reporting* as applicable to the student's year of study (see Field #52). For all full-time programs and all levels of instruction offered enter the tuition fee charged for two-semesters of the program. Where a program is being offered in a non-traditional mode of delivery or where the program is less than two semesters long, report the tuition fee which would have been charged had the offering been a normal two semesters in length. Where a program is being offered in a non-traditional mode of delivery, or where the program is less than two semesters long, report the tuition fee that would have been charged had the offering been a normal two semesters in length. **For Registration Categories 51, 61, and 80:** Report the annual tuition fee. For Registration Category 70, colleges may report a tuition fee in this field or report a tuition fee in Field #61.	Numeric(5,2) #####.## For a tuition fee of $2,200.23 enter 02200.23 For students identified in the Funding Status Reason (Field #14) as international students (20), Co-op (30), Second Career (40), WSIB (50), and CODA students (60) funded when they are on a co-op term (i.e. where the coop term flag is "T" – see Field #65), colleges are instructed to insert in a value of "0" for the Program Tuition Fee. Please note the hierarchy used when reporting International, Second Career, WSIB, and CODA students on a co-op term. See Field #14, Funding Status Reason in the additional notes section
51.		Entry Level	Report the level into which the student was enrolled when they started the current program of study.	Numeric (2) Enter leading zero as required Only 1 through 12 are valid responses, 99 if unknown
52.		Study Year	The year of study the student is enrolled. For full-time students in programs that are subject to the Tuition and Ancillary Fees Reporting Procedure, the year of study reported here should be consistent with the year of study used to determine the tuition fees. For Part-time Tuition Short (Registration Status Code 32), the default response should be "1".	Numeric (1) Only 1 through 4 are valid responses
53.	2065	Program Duration (2065)	Enter the number of weeks from the first full-time attendance in the first level of the program to the end of the final level of the program being reported. Include in the total program duration the total number of weeks of any common core semesters that are part of the program being reported. When the program duration is different for one cohort of students from that for another cohort of students, the program and enrolment information must be reported separately on a separate record for each of the different total program durations. The number of level of instruction should not exceed the approved number of levels for a	Numeric (3)

	Number	Element Name	Description/Reporting Instructions	Format & Codes
			particular program. If an error is encountered under the program duration field, please contact the ministry to resolve the issue. The ministry will have the ability to enter approved exceptions into the system prior to the file being uploaded.	
54.	2070	Program Length (2070)	Length of time required to complete the program (OCAS definition adopted)	Numeric(3)
55.	2071	Unit Of Measure	Identifies the unit of measure used in Field #54. (OCAS definition adopted)	Numeric(2) Code Description 00 Unknown 08 Weeks 09 Months (a period of about 30 days) 10 Half-semesters 12 Quarters or trimesters (a period of about 3 months) 15 Semesters or trimesters (a period of about 4 months) 25 Academic years (a period of about 8 months) 30 Years (a period of about 12 months) 98 Not applicable
56.	2075	Term Duration	Report the number of weeks in the term. A week is three or more days of instruction in any seven-day period.	Numeric(2) Minimum 1, Maximum 21 Minimum 1 week, Maximum 21 weeks Place a value of "1" where no value exists for full time students. In addition, where the duration exceeds the ministry standard of 21 weeks a warning will be issued instead of an error. Colleges can continue to submit their file with these warnings, after which the ministry will review these warnings
57.	5950	CCDO Code	The Canadian Classification and Dictionary of Occupations (CCDO) code, a nine-digit number that identifies the provincial program category assigned by MTCU to each tuition short program Note: For Part-Time – to be provided if Field #58 Enrolment Category Type = 20.	Numeric(9) xxxxxxxxx Do not report hyphens, they are added by system
58.	5956	Enrolment Category Type	Report the two-digit code that corresponds to the categories of part-time activity that are eligible for funding as defined in the *Minister's Binding Policy Directive on Funding of Part-time Activity*. Part-time activity approved for funding prior to the 2003-04 enrolment reporting year and categorized as Miscellaneous (35) or Post-diploma health (37) is to continue to be reported in those categories. For Registration Status code 21 (part-time activity identified by part-time activity number), valid responses for the Enrolment Category Type are responses 30 through 40. Responses include 38, 39 and 40 which reference PLAR. For Registration Status code 22 (Part-time – Funding	Numeric(2) Code Description 10 Mandatory postsecondary 20 Part-time tuition short 30 Career planning and life skills 31 Postsecondary elective 32 Occupational certification 33 Other vocational 34 Basic communication, mathematics, and science skills 35 Miscellaneous: only for part-time activity approved for funding prior to 2003–04 enrolment reporting year 36 Ontario Management Development Program (OMDP) 37 Post-diploma health: only for part-time activity approved for funding prior to 2003–04 enrolment

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			Eligible full-time program), valid responses for the Enrolment Category Type are 10) mandatory postsecondary, 39) PLAR portfolio assessment; or 40) PLAR portfolio challenge. For Registration Status code 32 (Part-time tuition short), valid responses for the Enrolment Category Type are 20) part-time tuition short, 39) PLAR portfolio assessment; or 40) PLAR portfolio challenge. For Registration Status code 42 (Part-time Collaborative Nursing), colleges may enter either blank or responses 39) PLAR portfolio assessment; or 40) PLAR portfolio challenge. Note that PLAR activity in Collaborative Nursing is not recognized for funding. For overload activity report the Enrolment Category Type "10"	reporting year 38 PLAR portfolio development course 39 PLAR portfolio assessment 40 PLAR portfolio challenge process
59.	5958	MTCU Code	A five-digit number assigned by the ministry to postsecondary programs of instruction and used to identify the provincial program category to which programs that are broadly similar in their vocational objectives and titles have been assigned. Reporting the MTCU code for "overload" activity as identified in Fields #40 Course Code and #41 Course Name above is optional. For Registration Status 41 & 42 (See Field #48) – For Collaborative Nursing, the MTCU code is 81400.	Numeric(5)
60.	5960	Part-time Activity Number	Enter the 11-digit alphanumeric code (6 alphabetical and 5 numerical characters) that MTCU has assigned to all part-time activity approved for funding through the CFF	Alphanumeric (11) XXXXXXXXXXX With trailing zero as appropriate Do not report hyphens.
61.	6040	Part-time Course Fee	**For Registration Status codes 21, 22, 32 and 42:** Enter the student contact hour tuition fee for the course consistent with the *Tuition and Ancillary Fees Reporting Procedure.* Fees reported for overload activity (see Field #3 for a description) should be the per student contact hour fee charged to the student for the overload activity. If Enrolment Category Type (Field #58)= "38, 39 or 40" (PLAR), enter lump sum. **For Registration Status codes 52 and 62:** Enter either course fee as student contact hours or the total course fee. **For Registration Category 70**, colleges may report a tuition fee in this field or report a tuition fee in Field # 50.	Numeric(4,2) leading zeroes where appropriate. For a fee of $6.05 enter 0006.05
62.	6041	Part-time Course Fee Unit of	**For Registration Status codes 52 and 62:** Enter the code indicating whether the fee entered in Field #61 is given in student contact hours or a total course fee.	Numeric (1) Code Description

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	Number	Element Name	Description/Reporting Instructions	Format & Codes
		Measure	**For Registration Category 70**, if fees are reported in Field #61, enter the code indicating whether the fee entered in Field #61 is given in student contact hours or a total course fee.	1 Student Contact Hour Fee 2 Course Fee Default is 1 for Registration Status codes 21, 22, 32, 42. Where the response to Enrolment Category Type is 38, 39, 40 (indicating PLAR), indicate "2"
63.	6035	Part-time Course Duration	Report the total duration of the part-time course in student contact hours. See the section *Alternative Audit Enrolment Period for Tuition-Short and Part-time* on page 12 for additional clarification regarding reporting activity that carries over into the next fiscal year. To report activity for a student taking more than 100% of a course load, this field should equal the activity above the full course load as expressed in student contact hours and as charged to the student. The value will equal the value reported in Field #64. This value may be less than 10 student contact hours and will be exempt from the business rule provided the values that identify the activity as overload have been entered in Fields #40 (Course Code) and Field #41 (Course Name) as given in the field descriptions.	Numeric(3) Leading zeroes where appropriate Min = 010 Max = 999 Course duration cannot be less than 10 hours. Where the response to Enrolment Category Type is 39 or 40 (indicating PLAR assessment or challenge), the response should be 0.
64.	6037	Part-time Course Hours Delivered in current fiscal year	Report the total number of course hours delivered in the current fiscal year. The number of part-time course hours delivered should not exceed the Course Duration reported in Field #63. See *Alternative Audit Enrolment Period for Tuition-Short and Part-time* for additional clarification regarding reporting activity that carries over into the next fiscal year. Also noted under the above reference is that the ministry will be requiring colleges to report activity in the reporting period where the relevant count date occurs beginning in 2014-15. At that time, this field will no longer be necessary as any part-time activity reported will be the entire course duration. To report activity for a student taking more than 100% of a course load, this field should equal the activity above the full course load as expressed in student contact hours and as charged to the student. The value will equal the value reported in Field #63.	Numeric(3) Leading zeros where appropriate The number of hours the student participated cannot exceed the course duration specified in Field #63. Where the response to Enrolment Category Type is 39 or 40 (indicating PLAR), the response should be 0.
65.		Coop Flag	Indicate that the student is registered in a coop work term by reporting "T" or in a regular academic term as indicated by "F". Any student identified with a funding status of "10" in the Funding Status Reason (Field #14) should be identified as being registered in a regular academic term by entering the value "F". Any student identified with a funding status of "30" in the Funding Status Reason (Field #14) should be identified as being registered in coop work term by entering the value "T". For all other Funding Status Reasons given in Field #14, indicate "T" as appropriate for	Alpha(1) Code Description T Coop F Not Coop Null/blank where not applicable Note that for students noted as Funding Status other than "10" in Field #14 AND where the Coop Flag is reported as "T" indicating that the student in registered in a coop term, the activity will be noted as "coop" in the relevant reports generated

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	Number	Element Name	Description/Reporting Instructions	Format & Codes
			students that are registered in a coop term.	by the CSER system.
66.		Credit Transfer Student	Indicates that the student is registered as a credit transfer student. See the Glossary for definition. Mandatory for Registration Status codes: 10 = Full-Time 22 = Part-Time - Funding Eligible FT Program 41 = Collaborative Nursing – Full-time 42 = Collaborative nursing – Part-time 61 = Full Cost Recovery – Full-time 62 = Full Cost Recovery – Part-time Please see Field #48 for more details. The transfer credit can be granted at any point during the student's pursuit of a program of study at the current institution. The credit awarded must be from another Ontario publicly assisted university or college. The credential for the program of study is either a one year Ontario College certificate, an Ontario College Diploma, an Ontario College Advanced Diploma, Applied Degree or a Bachelor Degree, with the registration status as stated in the Business Rules. Report data for funding eligible and ineligible students.	Numeric(2) Code Description 01 Yes, credit transfer student No, not a 02 credit transfer student
67.		Distance Education	Report the two-digit code that corresponds to the distance education category for each program or course. See Glossary for the definition of each category. 00 – Program/course is not distance education 01 – Asynchronous Fully Online Learning. 02 – Synchronous Distance Education. 03 – Other Distance Education Learning. For full-time programs, report the category that corresponds to the program. For part-time courses, report the category that corresponds to the course. For PLARs and overloads, report "00".	Numeric(2) Code Description 00 Not distance education 01 Asynchronous Fully Online Learning 02 Synchronous Distance Education 03 **Other Distance Education Learning**

Appendix H: Data Elements and Reporting Instructions for Full-time Tuition Short

For each full-time tuition short program offered in the reporting cycle in which there were fee-paying students registered, colleges are required to report the following data:

1. **APS number:** the approved program sequence (APS) number assigned by MTCU to each tuition short program of instruction approved for funding.

2. **CCDO code:** the Canadian Classification and Dictionary (CCDO), a nine-digit number that identifies the provincial program category assigned by MTCU to each tuition short program.

3. **Program Name:** Enter the name of the program

4. **Campus:** Enter the institution code that identifies the campus where the program was delivered. See Field #4 in Appendix G.

5. **Trainee days:** Enter the number of trainee days for the cohort reported in the reporting period (April 1 to March 31) used by all full-time fee paying students enrolled in the program of instruction approved for funding. A trainee day is calculated using five hours a days. One trainee day represents 1 student enrolled in a 1 day of training. A section of 20 students enrolled in a 3-week program of 5 five-hour days per week would be reported as follows:

    20 trainees X 3 Weeks x 5 days per week = 300 trainee days

    College are to pro-rate the number of trainee days reported for programs offered with a schedule other than 5 hours a day. For example, for each student enrolled in a program delivered with 6 instructional hours per day, the college is to report 1.2 trainee days.

6. **Weekly fee:** Enter the weekly tuition fee charged to a student as described in the operating procedure Tuition and Ancillary Fees Reporting. The weekly fee is the tuition established for a period equivalent to five trainee days. One week is equal to five trainee days of the five hours per day. The last two positions in the field will capture the amount to the nearest cent.

7. **Headcount:** Report the number of students in each cohort reported.

Appendix I. Mother Tongue – PSIS Codes

Code	MOTHER TONGUE (NIE=Not Included Elsewhere)	Code	MOTHER TONGUE (NIE=Not Included Elsewhere)
001	English	066	Malay-Bahasa
002	French	067	Tagalog (Pilipino)
003	Dutch	068	Malayo-Polynesian Languages, N.I.E.
004	Flemish	069	Arabic
005	Frisian	070	Hebrew
006	Danish	071	Maltese
007	Icelandic	072	Semitic Languages, N.I.E.
008	Norwegian	073	Amharic
009	Swedish	074	Somali
010	Yiddish	075	Tigringa
011	German	077	Turkish
012	Germanic Languages, N.I.E.	078	Turkic Languages, N.I.E.
013	Portuguese	079	Estonian
014	Spanish	080	Finnish
015	Romanian	081	Hungarian
016	Italian	082	Swahili
017	Romance Languages, N.I.E.	083	Bantu Languages, N.I.E.
018	Greek	084	Niger-Congo Languages, N.I.E.
019	Armenian	085	African Languages, N.I.E.
020	Gaelic Languages	086	Twi
021	Welsh	087	Cree
022	Celtic Languages, N.I.E.	088	Ojibway
023	Latvian (Lettish)	089	Blackfoot
024	Lithuanian	090	Malecite
025	Russian	091	Micmac
026	Byelorussian	092	Montagnais-Naskapi
027	Bulgarian	093	Algonquin
028	Serbo-Croatian	094	Algonquian Languages, N.I.E.
029	Croatian	095	Chipewyan
030	Serbian	096	South Slave
031	Slovenian	097	Carrier
032	Czech	098	Chilcotin
033	Macedonian	099	Dogrib
034	Polish	100	North Slave (Hare)
035	Ukrainian	101	Kutchin-Gwich' In (Loucheux)
036	Slovak	102	Athapaskan Languages, N.I.E.

Code	MOTHER TONGUE (NIE=Not Included Elsewhere)	Code	MOTHER TONGUE (NIE=Not Included Elsewhere)
037	Slavic Languages, N.I.E.	103	Mohawk
038	Kurdish	104	Iroquoian Languages, N.I.E.
039	Persian (Farsi)	105	Shuswap
040	Punjabi	106	Thompson (Ntlakapamux)
041	Sindhi	107	Salish Languages, N.I.E.
042	Gujarati	108	Tsimshian
043	Marathi	109	Gitksan
044	Konkani	110	Nootka
045	Sinhalese	111	Wakashan Languages, N.I.E.
046	Hindi	112	Haida
047	Urdu	113	Dakota/Sioux
048	Bengali	114	Tlingit
049	Pashto	115	Kutenai
050	Indo-Iranian Languages, N.I.E.	116	Aboriginal Languages, N.I.E.
051	Malayalam	117	Inuktitut (Eskimo)
052	Tamil	118	Attikamek
053	Telugu	119	Oji-Cree
054	Kannada	120	Dene
055	Dravidian Languages, N.I.E.	121	Nishga
056	Japanese	122	Creoles
057	Korean	123	Other Languages, n.i.e.
058	Thai	124	English And French
059	Lao	125	English And Non-Official Language(s)
060	Chinese	126	French And Non-Official Language(s)
061	Sino-Tibetan Languages, N.I.E.	127	Eng., Fr. And Non-Official Language(s)
062	Vietnamese	999	Unknown
063	Khmer (Cambodian)		
064	Austro-Asiatic Languages, N.I.E.		
065	Asiatic Languages, N.I.E.		

Appendix J. Country Codes

PSIS Country Name	PSIS 5 digit Country Code	Statistics Canada Standard Country	Statistics Canada Standard English Official Name	Statistics Canada Standard French Official Name
Afghanistan	00742	41004	Afghanistan	Afghanistan
Åland Islands	new (this did not exist in the PSIS Country Codeset	23248	Åland Islands	Åland, Îles
Albania	01353	24008	Albania	Albanie
Algeria	01611	33012	Algeria	Algérie
American Samoa	01962	51016	American Samoa	Samoa américaines
Andorra	02253	24020	Andorra	Andorre
Angola	02512	34024	Angola	Angola
Anguilla	02623	13660	Anguilla	Anguilla
Antarctica	new (this did not exist in the PSIS Country Codeset	61010	Antarctica	Antarctique
Antigua and Barbuda	02823	13028	Antigua and Barbuda	Antigua et Barbuda
Argentina	03131	14032	Argentina	Argentine
Armenia	03253	41051	Armenia	Arménie
Aruba	02923	13533	Aruba	Aruba
Australia	03461	51036	Australia	Australie
Austria	03752	21040	Austria	Autriche
Azerbaijan	03953	41031	Azerbaijan	Azerbaïdjan
Bahamas	04023	13044	Bahamas	Bahamas
Bahrain	04341	41048	Bahrain	Bahreïn
Bangladesh	04542	44050	Bangladesh	Bangladesh
Barbados	04623	13052	Barbados	Barbade
Belarus	05052	22112	Belarus	Bélarus
Belgium	05551	21056	Belgium	Belgique
Belize	07322	12084	Belize	Belize
Benin	16912	31204	Benin	Bénin
Bermuda	05821	13060	Bermuda	Bermudes
Bhutan	06142	44064	Bhutan	Bhoutan
Bolivia	06431	14068	Plurinational State of Bolivia	État plurinational de Bolivie
Bonaire, Saint Eustatius and Saba	new (this did not exist in the PSIS Country Codeset	13535	Bonaire, Saint Eustatius and Saba	Bonaire, Saint-Eustache et Saba
Bosnia and Herzegovina	06653	24070	Bosnia and Herzegovina	Bosnie-Herzégovine
Botswana	06512	35072	Botswana	Botswana
Bouvet Island	17012	61074	Bouvet Island	Bouvet, Île
Brazil	06731	14076	Brazil	Brésil

PSIS Country Name	PSIS 5 digit Country Code	Statistics Canada Standard Country	Statistics Canada Standard English Official Name	Statistics Canada Standard French Official Name
British Indian Ocean Territory	08342	44086	British Indian Ocean Territory	Océan Indien, Territoire britannique de l'
Brunei Darussalam	08543	43096	Brunei Darussalam	Brunéi Darussalam
Bulgaria	08853	22100	Bulgaria	Bulgarie
Burkina Faso	67012	31854	Burkina Faso	Burkina Faso
Myanmar	09143	43104	Burma (Myanmar)	Birmanie (Myanmar)
Burundi	09412	32108	Burundi	Burundi
Cambodia	09743	43116	Cambodia	Cambodge
Cameroon	10312	34120	Cameroon	Cameroun
Canada	80021	11124	Canada	Canada
Cape Verde	11212	31132	Cape Verde	Cap-Vert
Cayman Islands	11523	13136	Cayman Islands	Caïmanes, Îles
Central African Republic	11812	34140	Central African Republic	Centrafricaine, République
Chad	12712	34148	Chad	Tchad
Chile	13031	14152	Chile	Chili
China	13644	42156	China	Chine
Christmas Island	13762	51162	Christmas Island	Christmas, Île
Cocos (Keeling) Islands	13962	51166	Cocos (Keeling) Islands	Cocos (Keeling), Îles
Colombia	14231	14170	Colombia	Colombie
Comoros	14512	32174	Comoros	Comores
Congo	14812	34178	Congo, Republic of the	Congo, République du
Congo, Democratic Republic of	14912	34180	Congo, Democratic Republic of the	Congo, République démocratique du
Cook Islands	15462	51184	Cook Islands	Cook, Îles
Costa Rica	15722	12188	Costa Rica	Costa Rica
Côte d'Ivoire	31312	31384	Côte d'Ivoire	Côte d'Ivoire
Croatia	15853	24191	Croatia	Croatie
Cuba	16023	13192	Cuba	Cuba
Curaçao	new (this did not exist in the PSIS Country Codeset	13531	Curaçao	Curaçao
Cyprus	16341	41196	Cyprus	Chypre
Czech Republic	16552	22203	Czech Republic	Tchèque, République
Denmark	17251	23208	Denmark	Danemark
Djibouti	21412	32262	Djibouti	Djibouti
Dominica	17523	13212	Dominica	Dominique
Dominican Republic	17823	13214	Dominican Republic	Dominicaine, République
Ecuador	18131	14218	Ecuador	Équateur
Egypt	65211	33818	Egypt	Égypte

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El Salvador	18422	12222	El Salvador	El Salvador
England	65851	23826	United Kingdom of Great Britain and Northern Ireland	Royaume-Uni de Grande-Bretagne et d'Irlande du Nord
Equatorial Guinea	18512	34226	Equatorial Guinea	Guinée équatoriale
Eritrea	18812	32232	Eritrea	Érythrée
Estonia	18651	22233	Estonia	Estonie
Ethiopia	18712	32231	Ethiopia	Éthiopie
Faeroe Islands	19051	23234	Faroe Islands	Féroé, Îles
Falkland Islands (Malvinas)	19331	14238	Falkland Islands (Malvinas)	Falkland, Îles (Malvinas)
Fiji	19662	51242	Fiji	Fidji
Finland	19951	23246	Finland	Finlande
France	20251	21250	France	France
French Guiana	20831	14254	French Guiana	Guyane française
French Polynesia	21162	51258	French Polynesia	Polynésie française
French Southern Territories	21212	61260	French Southern Territories	Terres australes françaises
Gabon	22012	34266	Gabon	Gabon
Gambia	22312	31270	Gambia	Gambie
Georgia	22553	41268	Georgia	Géorgie
Germany	22652	21276	Germany	Allemagne
Ghana	23812	31288	Ghana	Ghana
Gibraltar	24153	24292	Gibraltar	Gibraltar
Greece	24753	24300	Greece	Grèce
Greenland	25021	11304	Greenland	Groenland
Grenada	25323	13308	Grenada	Grenade
Guadeloupe	25623	13312	Guadeloupe	Guadeloupe
Guam	25962	51316	Guam	Guam
Guatemala	26222	12320	Guatemala	Guatemala
Guernsey	20351	23831	Guernsey	Guernesey
Guinea	26512	31324	Guinea	Guinée
Guinea-Bissau	49312	31624	Guinea-Bissau	Guinée-Bissau
Guyana	26631	14328	Guyana	Guyana
Haiti	26823	13332	Haiti	Haïti
Heard Island and McDonald Islands	26912	61334	Heard Island and McDonald Islands	Heard, Île et McDonald, Îles
Honduras	27722	12340	Honduras	Honduras
Hong Kong	28044	42344	Hong Kong Special Administrative Region	Hong-Kong région administrative spéciale
Hungary	28352	22348	Hungary	Hongrie
Iceland	28651	23352	Iceland	Islande

PSIS Country Name	PSIS 5 digit Country Code	Statistics Canada Standard Country	Statistics Canada Standard English Official Name	Statistics Canada Standard French Official Name
India	29242	44356	India	Inde
Indonesia	29543	43360	Indonesia	Indonésie
Iran	29841	41364	Islamic Republic of Iran	République islamique d'Iran
Iraq	30141	41368	Iraq	Iraq
Ireland, Republic of (EIRE)	30451	23372	Ireland, Republic of	Irlande, République d'
Isle of Man	30651	23833	Isle of Man	Île de Man
Israel	30741	41376	Israel	Israël
Italy	31053	24380	Italy	Italie
Jamaica	31623	13388	Jamaica	Jamaïque
Japan	31944	42392	Japan	Japon
Jersey	70751	23832	Jersey	Jersey
Jordan	32241	41400	Jordan	Jordanie
Kazakhstan	32342	41398	Kazakhstan	Kazakhstan
Kenya	32512	32404	Kenya	Kenya
Kiribati	32662	51296	Kiribati	Kiribati
Korea, North	33144	42408	Democratic People's Republic of Korea	République populaire démocratique de Corée
Korea, South	32844	42410	Republic of Korea	République de Corée
Kosovo	new (this did not exist in the PSIS Country Codeset	24983	Kosovo	Kosovo
Kuwait	33441	41414	Kuwait	Koweït
Kyrgyzstan	33542	41417	Kyrgyzstan	Kirghizistan
Laos	33743	43418	Lao People's Democratic Republic	République démocratique populaire de lao
Latvia	33851	22428	Latvia	Lettonie
Lebanon	34041	41422	Lebanon	Liban
Lesotho	34412	35426	Lesotho	Lesotho
Liberia	34612	31430	Liberia	Libéria
Libya	34911	33434	Libyan Arab Jamahiriya	Jamhiriya arabe libyenne
Liechtenstein	35252	21438	Liechtenstein	Liechtenstein
Lithuania	35351	22440	Lithuania	Lituanie
Luxembourg	35551	21442	Luxembourg	Luxembourg
Macao	35844	42446	Macao	Macao
Macedonia (FYROM)	35953	24807	Republic of Macedonia	République de Macédoine
Madagascar	36112	32450	Madagascar	Madagascar
Malawi	36212	32454	Malawi	Malawi
Malaysia	36443	43458	Malaysia	Malaisie

PSIS Country Name	PSIS 5 digit Country Code	Statistics Canada Standard Country	Statistics Canada Standard English Official Name	Statistics Canada Standard French Official Name
Maldives	36742	44462	Maldives	Maldives
Mali	37012	31466	Mali	Mali
Malta	37353	24470	Malta	Malte
Marshall Islands	37462	51584	Marshall Islands	Marshall, Îles
Martinique	37623	13474	Martinique	Martinique
Mauritania	37912	31478	Mauritania	Mauritanie
Mauritius	38212	32480	Mauritius	Maurice
Mayotte	38312	32175	Mayotte	Mayotte
Mexico	38822	12484	Mexico	Mexique
Micronesia, Federated States of	38962	51583	Micronesia, Federated States of	Micronésie, États fédérés de
Moldova	39052	22498	Republic of Moldova	Moldova
Monaco	39151	21492	Monaco	Monaco
Mongolia	39444	42496	Mongolia	Mongolie
Montenegro	70453	24499	Montenegro	Monténégro
Montserrat	39723	13500	Montserrat	Montserrat
Morocco	40011	33504	Morocco	Maroc
Mozambique	41212	32508	Mozambique	Mozambique
Namibia	58612	35516	Namibia	Namibie
Nauru	41862	51520	Nauru	Nauru
Nepal	42142	44524	Nepal	Népal
Netherlands	42451	21528	Netherlands	Pays-Bas
Netherlands Antilles	42723	13530	Netherlands Antilles	Antilles néerlandaises
New Caledonia	43062	51540	New Caledonia	Nouvelle-Calédonie
New Zealand	43961	51554	New Zealand	Nouvelle-Zélande
Nicaragua	44222	12558	Nicaragua	Nicaragua
Niger	44512	31562	Niger	Niger
Nigeria	44812	31566	Nigeria	Nigéria
Niue	45162	51570	Niue	Niué
Norfolk Island	45462	51574	Norfolk Island	Norfolk, Île
Northern Ireland	66151	23826	United Kingdom of Great Britain and Northern Ireland	Royaume-Uni de Grande-Bretagne et d'Irlande du Nord
Northern Mariana Islands	45662	51580	Northern Mariana Islands	Mariannes du Nord, Îles
Norway	46051	23578	Norway	Norvège
Oman	41541	41512	Oman	Oman
Pakistan	46642	44586	Pakistan	Pakistan
Palau	46862	51585	Palau	Palaos
Palestinian Territory, Occupied	46741	41275	West Bank and Gaza Strip (Palestine)	Cisjordanie et bande de Gaza (Palestine)

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PSIS Country Name	PSIS 5 digit Country Code	Statistics Canada Standard Country	Statistics Canada Standard English Official Name	Statistics Canada Standard French Official Name
Panama	46922	12591	Panama	Panama
Papua New Guinea	43362	51598	Papua New Guinea	Papouasie-Nouvelle-Guinée
Paraguay	47531	14600	Paraguay	Paraguay
Peru	47831	14604	Peru	Pérou
Philippines	48143	43608	Philippines	Philippines
Pitcairn	48462	51612	Pitcairn	Pitcairn
Poland	48752	22616	Poland	Pologne
Portugal	49053	24620	Portugal	Portugal
Puerto Rico	50223	13630	Puerto Rico	Porto Rico
Qatar	50541	41634	Qatar	Qatar
Réunion	50812	32638	Réunion	Réunion
Romania	52653	22642	Romania	Roumanie
Russian Federation	53052	22643	Russian Federation	Russie, Fédération de
Rwanda	52912	32646	Rwanda	Rwanda
Saint Barthélemy	69562	13652	Saint Barthélemy	Saint-Barthélemy
Saint Helena	53512	31654	Saint Helena, Ascension and Tristan da Cunha	Sainte-Hélène, Ascension et Tristan da Cunha
Saint Kitts and Nevis	53823	13659	Saint Kitts and Nevis	Saint-Kitts-et-Nevis
Saint Lucia	54123	13662	Saint Lucia	Sainte-Lucie
Saint Martin	68923	13663	Saint Martin (French part)	Saint-Martin (partie française)
Sint Maarten (Dutch part)	new (this did not exist in the PSIS Country Codeset	13534	Sint Maarten (Dutch part)	Saint-Martin (partie néerlandaise)
Saint Pierre and Miquelon	54421	11666	Saint Pierre and Miquelon	Saint-Pierre-et-Miquelon
Saint Vincent and the Grenadines	54723	13670	Saint Vincent and the Grenadines	Saint-Vincent-et-les Grenadines
Samoa	69462	51882	Samoa	Samoa
San Marino	55053	24674	San Marino	Saint-Marin
Sao Tome and Principe	55312	34678	Sao Tome and Principe	Sao Tomé-et-Principe
Saudi Arabia	55941	41682	Saudi Arabia	Arabie saoudite
Scotland	66451	23826	United Kingdom of Great Britain and Northern Ireland	Royaume-Uni de Grande-Bretagne et d'Irlande du Nord
Senegal	56212	31686	Senegal	Sénégal
Serbia	70653	24688	Serbia	Serbie
Serbia and Montenegro	70353	24891	Serbia and Montenegro	Serbie et Monténégro
Seychelles	56512	32690	Seychelles	Seychelles
Sierra Leone	56812	31694	Sierra Leone	Sierra Leone
Singapore	57443	43702	Singapore	Singapour

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PSIS Country Name	PSIS 5 digit Country Code	Statistics Canada Standard Country	Statistics Canada Standard English Official Name	Statistics Canada Standard French Official Name
Slovakia	56952	22703	Slovakia	Slovaquie
Slovenia	57053	24705	Slovenia	Slovénie
Solomon Islands	07662	51090	Solomon Islands	Salomon, Îles
Somalia	57712	32706	Somalia	Somalie
South Africa	58312	35710	South Africa, Replublic of	Afrique du Sud, République d'
South Georgia and the South Sandwich Islands	58412	14239	South Georgia and the South Sandwich Islands	Géorgie du Sud et les Îles Sandwich du Sud
Spain	58953	24724	Spain	Espagne
Sri Lanka	12442	44144	Sri Lanka	Sri Lanka
Sudan	59812	33736	Sudan	Soudan
Suriname	60131	14740	Suriname	Suriname
Svalbard and Jan Mayen Island	60251	23744	Svalbard and Jan Mayen Island	Svalbard et l'île Jan Mayen
Swaziland	60412	35748	Swaziland	Swaziland
Sweden	60751	23752	Sweden	Suède
Switzerland	61052	21756	Switzerland	Suisse
Syria	61341	41760	Syrian Arab Republic	République arabe syrienne
Taiwan	61544	42158	Taiwan	Taïwan
Tajikistan	61442	41762	Tajikistan	Tadjikistan
Tanzania, United Republic of	61612	32834	United Republic of Tanzania	République-Unie de Tanzanie
Thailand	61943	43764	Thailand	Thaïlande
Timor-Leste	49943	43626	Democratic Republic of Timor-Leste	République démocratique du Timor-Leste
Togo	62212	31768	Togo	Togo
Tokelau	62562	51772	Tokelau	Tokelau
Tonga	62862	51776	Tonga	Tonga
Trinidad and Tobago	63123	13780	Trinidad and Tobago	Trinité-et-Tobago
Tunisia	63711	33788	Tunisia	Tunisie
Turkey	64041	41792	Turkey	Turquie
Turkmenistan	64441	41795	Turkmenistan	Turkménistan
Turks and Caicos Islands	64323	13796	Turks and Caicos Islands	Turks et Caïques, Îles
Tuvalu	24462	51798	Tuvalu	Tuvalu
Uganda	64612	32800	Uganda	Ouganda
Ukraine	64752	22804	Ukraine	Ukraine
United Arab Emirates	63441	41784	United Arab Emirates	Émirats arabes unis
United Kingdom	65551	23826	United Kingdom of Great Britain and Northern Ireland	Royaume-Uni de Grande-Bretagne et d'Irlande du Nord

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PSIS Country Name	PSIS 5 digit Country Code	Statistics Canada Standard Country	Statistics Canada Standard English Official Name	Statistics Canada Standard French Official Name
United States	66721	11840	United States	États-Unis
United States Minor Outlying Islands	66962	51581	United States Minor Outlying Islands	Îles mineures éloignées des États-Unis
Uruguay	67331	14858	Uruguay	Uruguay
Uzbekistan	65642	41860	Uzbekistan	Ouzbékistan
Vanuatu	43662	51548	Vanuatu	Vanuatu
Vatican City State	67553	24336	Holy See (Vatican City State)	Saint-Siège (État de la Cité du Vatican)
Venezuela	67631	14862	Bolivarian Republic of Venezuela	République bolivarienne du Venezuela
Viet Nam	68243	43868	Socialist Republic of Viet Nam	République socialiste du Viet Nam
Virgin Islands, British	68523	13092	Virgin Islands, British	Îles Vierges britanniques
Virgin Islands, U.S.	68823	13850	Virgin Islands, United States	Îles Vierges des États-Unis
Wales	66551	23826	United Kingdom of Great Britain and Northern Ireland	Royaume-Uni de Grande-Bretagne et d'Irlande du Nord
Wallis and Futuna	69262	51876	Wallis and Futuna	Wallis et Futuna
Western Sahara	69311	33732	Western Sahara	Sahara occidental
Yemen	70041	41886	Yemen	Yémen
Zambia	70512	32894	Zambia	Zambie
Zimbabwe	51112	32716	Zimbabwe	Zimbabwe
Not Applicable	99899	n/a - use 99899	Not applicable	Sans objet
Not Reported	99999	n/a - use 99999	Not reported	Non déclaré

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Appendix K. Permanent Province

Code	Province/Territory/State	Code	Province/Territory/State
AB	Alberta	LA	Louisiana
BC	British Columbia	ME	Maine
MB	Manitoba	MD	Maryland
NB	New Brunswick	MA	Massachusetts
NL	Newfoundland and Labrador	MI	Michigan
NT	Northwest Territories	MN	Minnesota
NS	Nova Scotia	MS	Mississippi
NU	Nunavut	MO	Missouri
ON	Ontario	MT	Montana
PE	Prince Edward Island	NE	Nebraska
QC	Quebec	NV	Nevada
SK	Saskatchewan	NH	New Hampshire
YT	Yukon Territory	NJ	New Jersey
ZX	Canadian citizen living abroad	NM	New Mexico
ZY	Not Applicable	NY	New York
ZZ	Unknown	NC	North Carolina
AL	Alabama	ND	North Dakota
AK	Alaska	OH	Ohio
AZ	Arizona	OK	Oklahoma
AR	Arkansas	OR	Oregon
CA	California	PA	Pennsylvania
CO	Colorado	RI	Rhode Island
CT	Connecticut	SC	South Carolina
DE	Delaware	SD	South Dakota
DC	District of Columbia	TN	Tennessee
FL	Florida	TX	Texas
GA	Georgia	UT	Utah
HI	Hawaii	VT	Vermont
ID	Idaho	VA	Virginia
IL	Illinois	WA	Washington
IN	Indiana	WV	West Virginia
IA	Iowa	WI	Wisconsin
KS	Kansas	WY	Wyoming
KY	Kentucky		

Appendix L: Credential and Program Field Reporting

The following table describes how Statistics Canada has determined that various Ontario college programs should be classified in Field #32- Credential Type and Field #34 – Program Type in Appendix G.

The PSIS Reporting Guide is available from Statistics Canada at http://www.statcan.gc.ca/concepts/psis-siep/reporting_guide_dedeclaration2009-eng.htm OR http://www.statcan.gc.ca/concepts/psis-siep/reporting_guide_dedeclaration2009-fra.htm

Ontario colleges' description	Credential type value	Program type value
Tuition short programs –academic upgrading – receiving a non-postsecondary certificate	02 – Certificate	01 – Basic education and skills program
English as a Second Language (ESL)	Qualification granted by the institution	01 – Basic education and skills program
Ontario Basic Skills/Literacy and Basic Skills (OBS/LBS)	Qualification granted by the institution	01 – Basic education and skills program
Apprenticeship programs	Students in these programs do not need to be reported in PFIS-CSER	Students in these programs do not need to be reported in PFIS-CSER
Institution certificate	02 – Certificate	21 – Career, technical or professional training program
Ontario College Certificate	02 – Certificate	21 – Career, technical or professional training program
Tuition short programs – receiving an Ontario College Certificate	02 – Certificate	21 – Career, technical or professional training program
Ontario College Diploma	03 – Diploma	21 – Career, technical or professional training program
Ontario College Advanced Diploma	03 – Diploma	21 – Career, technical or professional training program
Ontario College Graduate Certificate	02 – Certificate	22 – Post career, technical or professional training program
Post-diploma	02 – Certificate	22 – Post career, technical or professional training program
Applied degree	04 – Degree (includes applied degree)	46 – Undergraduate program
Bachelor degree (including collaborative degree)	04 – Degree (includes applied degree)	46 – Undergraduate program
Non-credit courses	98 – Not applicable	91 – Non-program (non-credit)

| Credit courses | 98 – Not applicable | 94 – Non-program (credit, other postsecondary) |
| Dual Credit (secondary school student taking postsecondary courses) | 98 – Not applicable | 94 – Non-program (credit, other postsecondary) |

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Appendix M: International Students Eligible for Funding under the CFF

Under certain conditions, the enrolment of international students is eligible for funding under the College Funding Formula. Such students are exempt from international student tuition fees and must pay regular or high demand tuition fees in accordance with the *Minister's Binding Policy Directive on Tuition and Ancillary Fees*.

Categories of individuals exempt from international student tuition fees are as follows:

1.   Spouse or dependent family member of a Canadian citizen or a permanent resident.

2.   Institutional exchange student: a person admitted to and remaining in Canada under provisions of the *Immigration and Refugee Protection Act,* who is studying in Canada under a formal agreement between a provincially assisted institution in Ontario and a postsecondary institution in another country, provided that, under such agreement, the number of places made available in postsecondary educational institutions in Ontario normally equals the number of places made available to Ontario residents in the other country or institution as the case may be.

3.   Protected Person

   a. an applicant who has been determined to be a Convention refugee or a person in need of protection by the Immigration and Refugee Board (IRB) or by the Minister of Citizenship and Immigration Canada. A student eligible for international fee exemption as a protected person is to present a protected person status document issued under section 31(1) of the *Immigration and Refugee Protection Act* or a "notice of decision" issued by the Minister of Citizenship and Immigration Canada or by the Immigration and Refugee Board.

   b. Applicant for Convention refugee status prior to 1989: a person admitted to and remaining in Canada, who applied for Convention refugee status prior to January 1, 1989, and his or her spouse and dependants. The applicant must provide documentation from Citizenship and Immigration Canada indicating that his or her application for Convention refugee status was made prior to January 1, 1989, or a letter indicating his or her exemption from the requirement for employment authorization. All refugee claimants who applied for Convention refugee status prior to 1989 should have been issued this letter.

4.   Official visitor and spouse or dependent family members and staff: an official visitor is a foreign representative who, with official accreditation from the

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Canadian Department of Foreign Affairs and International Trade, has entered Canada or is in Canada to carry out official duties:

a. as a diplomatic agent or consular officer; or

b. as a government-accredited representative or official of a country other than Canada, of the United Nations or any of its agencies, or of any intergovernmental organizations of which Canada is a member.

A spouse or dependent family member of the staff of any such official visitor is also exempt from international student tuition fees.

5. Foreign worker and spouse or dependent family members: a foreign worker is a foreign national who is authorized to work in Canada having been issued a work permit. For purposes of this category, a foreign worker is to present a valid work permit which names a Canadian employer situated in Ontario and the prospective occupation, and is valid for at least six months. The family member must present the foreign worker's work permit. If a student has a work permit without naming a specific Canadian employer situated in Ontario, the student and his/her family members are not exempted from international student fees.

6. Foreign clergy member and spouse or dependent family members: a person who will be providing services to a religious congregation in Ontario for at least six months and the family members of such personnel.

7. Foreign military and spouse or dependent family members: a member of a foreign military force or of a civilian component thereof, admitted to Canada under the *Visiting Forces Act*, and the family members of such personnel.

Note: The following students are not eligible for funding under the CFF and are not exempt from international fees:

1. An international student holding a work permit for post-graduation work (usually up to a year work opportunities upon graduation).
2. An international student holding a work permit to complete his/her co-op or internship employment
3. An international student whose spouse and common-law partner has received a work permit as a result of the international student holding a valid study permit.
4. An international student holding an off-campus work permit allowing them to work up to 20 hours a week at paid employment and full-time during scheduled

breaks, for example, during the summer and holiday breaks, and reading week off-campus

Definitions

Family members are defined consistent with the regulations under the *Immigration and Refugee Protection Act* for purposes of exemption as:

- a spouse or common-law partner;

- a dependent child, or the dependent child of a spouse or common-law partner; and

- a dependent child of the dependent child referred to above.

A dependent child is a child who is a biological child who has not been adopted by a person other than the spouse or common-law partner, or an adopted child, and who is in one of the following situations of dependency:

- under age 22 and not a spouse or common-law partner;

- enrolled continuously at a college, university or other educational institution and dependent substantially on the financial support of the parent since before age 22 or since becoming a spouse or common-law partner if that occurred before age 22; or

- a person with a disability who has been financially supported substantially by his or her parents, and who is unable to be self-supporting because of the disability.

Where changes to federal legislation regarding immigration and refugee status are in conflict with the fee exemption eligibility requirements described in this document, federal legislation is to take precedence.

Proof of Status

For all categories of individuals who are exempt from paying international student tuition fees, the status they hold (e.g., permanent resident, protected person, Convention refugee, worker) that enables them to be eligible for exemption is to be valid and their permits/documents current during the academic period for which they have sought exemption. Otherwise, they will be subject to the international student tuition fees.

In cases where a permit will expire partway through the first semester, the student should be advised to obtain an extension before the semester starts in order to be exempt from the international fee for the first semester. Where a requirement for fee exemption eligibility is met partway through a semester, the exemption is to apply to the next semester of the student's enrolment. For example, if a student's permit is current for the first semester, but will expire some time during the second semester the student is to be exempt from the international fee for the first semester, but should obtain an extension on the permit before the second semester starts in order to be exempt from the international student tuition fees for the second semester.

Where the status of a student who was eligible for exemption from international student tuition fees changes partway through his or her program of instruction due to circumstances beyond the student's control (e.g., as in the case of the dependent of a diplomat whose parent is reassigned to another country), the exemption is to continue while the student completes the original course or program of instruction for which he or she was granted exemption from international student fees. The continuation of the fee exemption does not apply to any other course or program of instruction that the student may undertake following completion of the original course or program.

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Appendix N: Frequently Asked Questions

Section One: General Questions

Q1. *Both the ministry and OCAS require the same data at the same time but the validation processes are different making the submission process cumbersome. It would be much better if there was one common validation process and only one file submitted to both organizations.*

A1. The ministry and OCAS continue discussions to harmonize data elements, business rules and, as much as possible, the validation process. However, because some business rules are different between the two organizations, complete harmonization may not be possible.

Due to privacy concerns, we are unable to forward XML files to OCAS and vice versa. Colleges are asked to submit the XML files to each organization separately according to the guidelines issued.

Q2. *The deadline to submit the Fall enrolment report has arrived and my college is still trying to reconcile Second Career students as identified in the ministry's list and as distributed to colleges as part of the required Second Career Fall reporting. How should this be addressed with respect to reporting students as Second Career in the Fall CSER submission?*

A2. The ministry is aware that the timing of confirmation of Second Career enrolment is not coordinated with deadlines for the CSER submission. Colleges are asked to identify Second Career students to the best of their ability in each term report. At the end of the enrolment cycle, the ministry will forward a final list and colleges will be able to make adjustments to each term report to identify Second Career students consistently with the Second Career reporting.

Q3. *The off-count report doesn't really make sense to me. Can you explain how part-time activity should be reported under various scenarios?*

A3. As outlined in the 2014-15 Enrolment Reporting and Audit Guidelines, only full-time activity in programs approved for funding (Registration Status Code 10) and in full-time collaborative nursing (Registration Status Code 41) are to be submitted to the ministry with each term. All other activity is to be submitted once annually in an off-count report due after March 31 (see Question #4).

More specifically, the off-count reporting requirements include:

Part-time activity in a course approved with a part-time activity number
Part-time activity in funding eligible full-time programs

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Part-time tuition short
Part-time collaborative nursing
Full-time and Part-time activity in Board of Governor approved programs
Full-time and Part-time in full cost recovery programs
Activity in General Interest courses
Other (miscellaneous category for any activity that does not fall into the above categories)

The above list corresponds to Registration Status codes (see description for Field #48 in Appendix F of the Enrolment Reporting and Audit Guidelines) 21, 22, 32, 42, 51, 52, 61, 62, 70 and 80.

For each of the scenarios below, assume that College A has adopted the policy of reporting part-time activity only where students remained registered to the completion of their courses and College B reports part-time activity where students are registered at least to the date representing the delivery of two-thirds of the course (the "two-thirds" date).

Scenario 1: Student enrols in six courses on September 8, 2015, ending on December 18, 2015 and is a full-time student. On October 15, the student withdraws from three courses.

- College A reports only the three courses where the student remains registered to completion, consistent with their policy of only reporting part-time activity where the student completes the course.

- College B reports only the three courses where the student remains registered, since the student withdrew prior to the "two-thirds" date on November 14, consistent with their policy to report students registered to the "two-thirds" date.

Scenario 2: Student enrols in six courses on September 8, 2015, ending on December 18, 2015 and is a full-time student. The student withdraws from three courses but waits until November 16 to withdraw, past the November 1 count date. For the Fall term, both College A and College B would report the student as a full-time student. No activity would appear in the off-count report in respect of the Fall term for this student.

Scenario 3: Student enrols in three courses on September 8, 2015, ending on December 18, 2015 and is a part-time student. The student remains registered in the courses on November 14.

- College A reports three records in the off-count submission only if the student remains registered to completion, consistent with their policy of only reporting part-time activity where the student completes the course.

- College B reports three records in the off-count submission since November 14 represents the "two-thirds" date.

Scenario 4: Student is enrolled in a part-time course which started on March 1, 2016 and is finished on May 30, 2016. The student remains registered in the course to completion.

- College A would report no record in the 2015-16 off-count submission since the date of course completion falls in the 2016-17 reporting cycle and it is unknown on the date of data extraction if the student will remain registered. The activity would be reported in 2016-17 reporting cycle.

- College B would report a record in the 2015-16 offcount submission since the "two-thirds" date falls on April 29, 2016. The student's consistent registration, as per the policy adopted by the college, is known within the 2015-16 cycle and the college may report the activity in 2015-16.

Scenario 5: Student registers in an intense course that starts on September 15, 2015 and ends on October 28, 2015. The student remains registered in the course to completion. Both College A and B would report the student's activity in the offcount submission since the student remained registered in the course to completion and passed the "two-thirds" date, which is on October 13.

Scenario 6: Student registers in an intense course that starts on September 15, 2015 and ends on October 28, 2015. The student withdraws from the course on October 15.

- College A reports no activity in the offcount with respect to the student since the student did not remain registered in the course to completion.

- College B reports one record in the offcount with respect to the student since the student remained registered in the course up to and including the "two-thirds" date, which is on October 13.

Scenario 7: Student enrols in six courses in September and is a full-time student. On October 15, the student withdraws from all six courses. Neither College A nor B reports activity since the student was neither registered to completion of any course nor up to the "two-thirds" date.

Q4. *How do we report Literacy and Basic Skills (LBS) students?*

A4. Some tuition shorts programs are delivered to fee-paying students as well as students funded through LBS, Second Career or other funding sources. Only the fee-paying students are to be reported through CSER. Other LBS students in programs enrolled in programs not approved for CFF operating funding or funded through another source other than Second Career should not be reported through CSER.

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The ministry expects to engage in a subsequent phase that will expand reporting to include all LBS activity and apprenticeship once the current phase has been successfully implemented.

Q5. *Do the CSER term reports replace the collaborative nursing report?*

A5. Collaborative Nursing funding is based on Full-time Fiscal Equivalent (FFTE), an enrolment measure not captured in the CSER XML files. To support calculation of Collaborative Nursing funding, the ministry requires this data to be submitted through the Collaborative Nursing submission form accessible through CSER.

The determination of whether a Collaborative Nursing student is part-time or full-time should be consistent with the levy of tuition fees.

Q6. How many records do you expect to see per student?

A6. *Full-time*

For a student meeting the definition of full-time and taking between 66 2/3% and 100% of a full-time course load, one full-time record per term would be included in the relevant term submission. An exception would be those students in a collaborative program where the college is reporting students for partial funding and the collaborative partner institution is reporting students for partial funding. Please see Question 8 for details.

Part-time

For any student meeting the definition of part-time, one record per course per term would be included in the off-count submission. See Question 4 for more details.

Full-time with overload

A student taking more than 100% of a course load in a funded program (Registration Status Code 10), with the additional hours being part of their program, one full-time record would be reported in the relevant term submission in respect of the full-time activity. In addition, the "overload" should be reported through the off-count submission. Overload activity is identified through fields #40 and #41, Course Name and Course Code. The hours identified should be consistent with the additional tuition paid by the student.

For a student meeting the definition of full-time within a funded program of study (i.e. Registration status code 10) and taking between 66 2/3% and 100% of a full-time course load, but taking an additional course(s) outside their program of study, report one record per additional course in the off-count report.

For students registered in unfunded programs (Registration Status Codes 51 and 61) with a course load greater than 100%, overload activity need not be reported.

Full-time Coop

If a student is registered in a full-time co-op term, the student's activity is submitted as one full-time record in the relevant term submission. The co-op term is indicated in Field #14, Funding Status Reason by selecting response code 30) Co-op Term and through "T" in Field #65, Coop Flag.

Full-time Coop and Part-time Course registration

If a student is registered in a co-op term as well as registered part-time in a program, the student's activity is submitted as one record per full-time co-op term in the relevant term submission. The part-time course activity would be reported by submitting one record for each course in which the student was registered in the off-count submission.

Section Two: Data Elements

Miscellaneous

Q7. *With respect to Field #29, Start Date at Institution, what date should be entered for students that are less than sixteen years of age? Should we be reporting these students?*

A7. The reporting instructions have been clarified as follows in Appendix G:

The start date should be the earliest date that is equal to or later than the date on which the student turned sixteen years of age. For students reported in funded activity (i.e. Registration Status codes 10 through 42) that are less than sixteen years of age, report the start date in the current activity for which a student is being reported. Students less than sixteen years of age in the unfunded activity (i.e. Registration Status codes 51 through 80) need not be reported.

With respect to Field #45 Main Major and Field #46 "Major1CIP", is there a concordance for at least the ministry approved programs and the CIP codes?

Field #45 and #46 are part of the federal Postsecondary Information Survey (PSIS) administered by Statistics Canada.

For Field #45, Main Major is a 10 character field describing the student's main major as stored in the institution's information systems and per the institution's classification.

For Field #46, Major1CIP, institutions are asked to provide the CIP code. The table of programs that have been CIP coded to date are available in Ontario College Application Service's (OCAS) data warehouse. The report is located under the category "05 - Program Grouping Reports" and is identified as RPT0002L – Program Details. Programs are identified by the program code as assigned by the institution.

Where the program has not been CIP coded, the OCAS table has the value "0" or "00.0000". Colleges should enter this value for any program for which a response is mandatory and for which no CIP code is provided.

Q8. *For Field # 13 "OCAS Application Number", what number should colleges report if a student applies to a program but then transfers to another program at the college?*

A8. Colleges would report the OCAS application number that was the basis for admission for a student to the program.

Q9. With respect to Field #31, International Exchange Student, how should colleges respond?

A9. International exchange students are those students participating in an exchange agreement between an Ontario college and a postsecondary institution abroad.

For an Ontario student studying abroad but registered at the reporting Ontario college, the response is would be *1) Student studying abroad as part of an international exchange program*. For an international student studying at the reporting Ontario college, the response would be *2) Ineligible for funding exchange student studying at reporting institution*.

Q10. With respect to Field #14, Funding Status Reason, a student could be both a coop student, and for example, International – how should the funding status be coded?

A10. With reference to the funding status defined for Field #14, a student may be a coop student as well as:

- 20) International
- 40) Second Career
- 50) WSIB funded.
- 60) Co-op Diploma Apprenticeship (CODA)
- 70) Resources and Skills Development Canada (HRSDC)
- 80) Collaborative with another institution and claimed by another institution
- 97) Other

In that instance, the student is coded as appropriate and in Field #65 the Coop flag is set as "True".

A student cannot be a coop student in combination with funding status 10) eligible for college operating funding.

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Prior Learning and Assessment (PLAR)

Q11. *With respect to Field #58, Enrolment Category Type, is there an error in the description of the field as it regards reporting Prior Learning and Assessment Recognition (PLAR)?*

A11. The reporting guidelines are given in the *2015-16 Enrolments Reporting and Audit Guidelines*, Appendix F and are as follows as it regards reporting PLAR.

For Registration Status code 22 (Part-time – Funding Eligible full-time program), valid responses for the Enrolment Category Type are 10) mandatory postsecondary, 39) PLAR portfolio assessment; or 40) PLAR portfolio challenge.

For Registration Status code 32 (Part-time tuition short), valid responses for the Enrolment Category Type are 20) part-time tuition short, 39) PLAR portfolio assessment; or 40) PLAR portfolio challenge.

For Registration Status code 21 (part-time activity identified by part-time activity number), valid responses for the Enrolment Category Type are responses 30 through 40. Responses include 38, 39 and 40 which reference PLAR.

For Registration Status code 42 (Part-time Collaborative Nursing), valid responses for the Enrolment Category Type are 39) PLAR portfolio assessment; or 40) PLAR portfolio challenge. Note, however, that PLAR in collaborative nursing is not recognized for funding.

Q12. *Is it possible to have PLAR in Collaborative Nursing? How would this be reported?*

A12. Please see the response above for reporting instructions. PLAR in Collaborative Nursing is not recognized for funding.

Q13. *What date should be entered in Field #44, Course Start Date with respect to PLAR?*

A13. Report the start date of the term in which the PLAR occurred.

Q14. *What date should be entered in Field #29, Start Date at Institution, with respect to reporting PLAR?*

A14. Report either the date of first contact with the institution in which the student was at least sixteen years old or the date of the PLAR, whichever date is earlier. See Question #11 for further instruction regarding Field #29.

Q15. *What are valid responses for Field #14, Funding Status Reason with respect to PLAR activity reported?*

A15. With respect to PLAR activity reported in Registration Status Categories 21, 22, 32 (Part-time, Part-time Tuition Short and Part-time Collaborative Nursing) in most cases the

appropriate response for Field #14 would be "10) Eligible for college operating funding". The exceptions would be in the instance where the student is an international student, funded through Second Career, Workplace Insurance and Safety Board (WSIB), or any of the other funding sources listed as responses for Field #14.

Campus Codes

Q16. *Where do I get the institution codes for Field #4?*

A16. Colleges can run CSER report 124 which provides a list of all campuses defined in the system. To add a campus, please contact the ministry. Colleges will be required to provide the following data for each campus they wish to define in CSER:

    a. Name of the campus
    b. Type (main campus or other)
    c. Street address
    d. City
    e. Municipality
    f. Postal Code
    g. Municipal tax status (i.e. "Leased", "Leased Non-tax", "Owned")
    h. Postal code

Q17. *How do I determine the municipal tax status of a campus?*

A17. The tax status refers to the obligation of postsecondary institutions to pay $75 per full-time student in lieu of municipal taxation as specified in Section 323(1) of the *Municipal Act* ("heads and beds tax"). For this purpose, campuses may fall into one of three descriptions:

    a. Owned: any property that the college owns and occupies except where the property is subject to private legislation that exempts the property from taxation. Campuses listed as "owned" are subject to the $75 per student annual levy.

    b. Leased:
       i. any property that is leased by the college from a private lessor under a gross lease arrangement is not subject to the per student levy; or
      ii. any property that is leased by the college from a private lessor under a net lease arrangement whereby the college is required to pay the property tax costs directly to the municipality and therefore not subject to the per student levy.

    c. Leased Non-tax: any property that is leased by the college from a lessor exempt from paying taxation (such as a municipality) is subject to the per student levy.

Colleges can obtain a list of campuses defined for their college by downloading CSER report #127.

Q18. *My college is operating satellite locations on an "as needed" basis. The locations may be very close to a main campus and are not much more than classroom/instructional space. All administrative functions associated with the course/program delivery are based on out of the main campus/nearest permanent campus location. Should these locations be listed as separate campuses?*

A18. If there is a multi-year commitment to lease the space, then the location should be defined in CSER. If it is a temporary lease, then enrolment would be reported against the main campus and the location not recorded.

Q19. *A campus may have numerous building facilities, some of which may be owned, some of which may be leased. How should these campuses be classified in terms of leased or owned?*

A19. Colleges should characterize a campus as either leased/owned/leased non-tax based on the status of the main administrative buildings and main instructional buildings.

Q20. *My college offers contract/corporate training in certain locations. Should they be identifying these locations, assuming they meet the threshold, in the current campus survey?*

A20. If the only programming delivered at the location is the corporate training, then the location
    will not be defined in CSER.

Distance Education

Q21. *Is it mandatory to report distance education activity separately? How do I report distance education activity against a program or course?*

A21. Starting in 2015-16, the ministry will require that distance education activity be reported against any program or course that meets the definition given in the Glossary. Distance education activity will be indicated by categorical responses in Field #67 (see Appendix G).

Q22. *Distance education at my college includes blended (online and face-to-face hybrid) learning environments. Why is blended education not part of the distance education definition?*

A22. While distance education varies across all colleges, the first phase for the ministry is to capture programs and courses that are 100% distance education. Defining other types of distance education such as blended learning (online and face-to-face hybrid) will require a

depth of understanding on how these programs and courses are offered, along with expert consultations to construct the definition that will remain consistent across the province.

Q23. *Our method of reporting distance education is broad and we will not be able to provide categorical breakdowns as defined in the Glossary and data specifications in Appendix G. How should we proceed?*

A23. For 2015-16, colleges unable to group distance education programs/courses by the three categories are asked to choose the distance education category which best fits the majority of programs/courses. For 2016-17, colleges are asked to group distance education programs/courses in the appropriate categories.

For example, College A has a Yes/No flag variable that identifies distance education for part-time courses, but does not distinguish between Fully Online Learning and Other Distance Education Learning. Knowing that College A offers the majority of part-time courses through a 100% Asynchronous Online Learning delivery, the college will report these courses under code 01) Asynchronous Fully Online Learning.

Q24. *How do I code distance education programs or courses delivered in both asynchronous and synchronous learning environments?*

A24. Distance education programs or courses delivered in both asynchronous and synchronous learning environments are to be reported under code 01) Asynchronous Fully Online Learning.

Q25. *How do I code programs with distance education learning components and work integrated learning components (e.g., field placement, internship, co-op work term)?*

A25. Reporting distance education will be based on the lecture-style courses only. If the lecture-style courses are delivered 100% by distance education, then regardless of work integrated learning components (e.g., field placement, internship, co-op work term), the program is to be reported as distance education.

Credit Transfer

Q26. *Does the ministry expect all institutions to report on credit transfer student numbers by 2015-16? Is there any flexibility for later reporting?*

A26. We will be asking institutions to report on credit transfer students for the 2015-16 summer enrolment reporting. Recognizing that some colleges and universities face different challenges in collecting and maintaining data on credit transfer, the ministry and ONCAT will work with institutions on a case-by-case basis to address concerns and develop the capacity needed for full reporting.

Given that this is an initial phase to implement the credit transfer student flag at institutions, it will not be tied to audit requirements.

On the basis of its implementation in 2015-16, the ministry will take note of the difficulties encountered and identify opportunities for improvement in future years. The expectation is that this field will become a part of regular enrolment reporting from now on.

Q27. *Once the Credit Transfer Student flag is reported for a student, should it remain for the duration of his/her time at the institution?*

A27. Yes, if the student can be identified as a credit transfer student consistent with the definition, then the flag should remain up in subsequent reporting submissions.

Q28. *What happens if a reported transfer student transfers to a different program? Should the Credit Transfer Student flag remain?*

A28. As part of phase one, and to acknowledge varying institutional processes for granting credit to a student, the credit transfer flag is intended to broadly identify if a student has had credit recognized at the receiving institution – regardless of the student's movement between different programs during his / her time at the institution.

The ministry has indicated that the Credit Transfer Accountability Framework will be phased in, including establishing a way to systematically track credit awarded in phase two.

During the second phase of implementation, the ministry is committed to working with the sector and with ONCAT to examine more closely the number of credits awarded, including their relationship and application to a transfer student's program of study.

Q29. *The definition states that the threshold amount of credit for reporting a credit transfer student is "equal to a minimum of one course that has been applied towards the completion of the student's current program." What is meant by one course?*

A29. Recognizing that institutions apply varying credit structures and durations for the courses they offer, the "one course" threshold refers to credit awarded for a typical course irrespective of duration (e.g., one term versus one year).

This threshold is intended to broadly capture in the system those students who have had credit recognized at the receiving institution. As data on the amount of credit awarded becomes available, this threshold may change.

Q30. *In terms of mandatory reporting, will we be required to report those enrolled in Board of Governor programs? What about tuition short programs?*

A30. No. Institutions are only required to report those transfer students who are enrolled in a program leading to an Ontario College One Year Certificate, Ontario College Diploma, Ontario College Advanced Diploma, Ontario College Applied Degree or a Baccalaureate Degree; and registered in the enrolment system as one of the following:

CSER – Registration Status Codes
10 = Full-time
22 = Part-time – Funding Eligible FT Program
41 = Collaborative Nursing Full-Time
42 = Collaborative Nursing Part-Time
61 = Full-cost Recovery Full-Time
62 = Full-cost Recovery Part-Time

Q31. *My college does not distinguish between credit transfer from an Ontario publicly assisted university or college versus credit transfer from an out-of-province institution. How do we proceed?*

A31. Colleges are asked to report students with credit transfer received from another Ontario publicly assisted university or colleges. Colleges unable to distinguish where the credit transfer came from are asked to report to the best of their ability for 2015-16.

As the flag is designed to remain up for the duration of a student's registration at the college, the ministry will work with colleges on as needed basis to troubleshoot data quality issues going forward to ensure information is reliable and consistent with the definition of the credit transfer flag field.

Q32. *My college has difficulty assessing whether a part-time student is in a program that is consistent with the definition (e.g., students with Registration Status 22). How do we proceed?*

A32. Colleges are asked to report this group of credit transfer students to the best of their ability for 2015-16 regardless of ability to identify the program they are registered in.

For example, if an institution can identify a part-time student as a student who has received a minimum threshold of credit, for courses that lead to a credential outlined in the definition, but is unable to verify the program the student is enrolled in, then the institution should still raise the flag and report the student as a CT student during the off-count.

Q33. *I am still unclear on whom to report as a credit transfer student – are we only reporting funding eligible students with credit recognized towards funding eligible programs?*

A33. No. As a step by step process, to trigger the credit transfer flag a student would have to meet the following criteria:

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1. The student has received, at a minimum, the threshold credit (one course) at your institution;
2. The sending institution that the credit was awarded from is an Ontario publicly assisted university or college[1];
3. The student is enrolled in a program that leads to either an Ontario College One Year Certificate, Ontario College Diploma, Ontario College Advanced Diploma, Ontario College Applied Degree or a Baccalaureate Degree; and
4. And the program is not a continuing education program.

(Please refer to the mandatory Registration Status Codes for colleges noted in the Reporting Instructions under the Credit Transfer Student Element for further details).

For example, an international student who has received one course's worth of credit for learning achieved at a publicly-assisted Ontario college or university, to be used towards the funded bachelor's degree program he / she is currently enrolled in, would be reported.

Q34. *What constitutes a publicly assisted college or university in the credit transfer flag definition?*

A34. The ministry is looking for institutions to identify if credit was awarded from the following publicly-assisted institutions:

Publicly-assisted Colleges	Publicly-assisted Universities
- Algonquin College of Applied Arts and Technology - Cambrian College of Applied Arts and Technology - Canadore College of Applied Arts and Technology - Centennial College of Applied Arts and Technology - Collège Boréal - Conestoga College Institute of Technology and Advanced Learning - Confederation College of Applied Arts and Technology - Durham College of Applied Arts and Technology - Fanshawe College of Applied Arts and Technology - George Brown College of Applied Arts and Technology - Georgian College of Applied Arts and Technology - Humber College Institute of Technology and Advanced Learning - La Cité Collégiale - Lambton College of Applied Arts and Technology - Loyalist College of Applied Arts and Technology	- Algoma University - Brock University - Carleton University - Lakehead University - Laurentian University - McMaster University - Nipissing University - OCAD University - Queen's University - Ryerson University - Trent University - University of Guelph - University of Ontario Institute of Technology - University of Ottawa - University of Toronto - University of Waterloo

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[1] This is intended to capture students that have received credit from a publicly assisted Ontario college or university other than the receiving one (i.e. students who have received credit for their program for work completed at the same institution is not considered in scope).

- [Mohawk College of Applied Arts and Technology](#)
- [Niagara College of Applied Arts and Technology](#)
- [Northern College of Applied Arts and Technology](#)
- [Sault College of Applied Arts and Technology](#)
- [Seneca College of Applied Arts and Technology](#)
- [Sheridan College Institute of Technology and Advanced Learning](#)
- [Sir Sandford Fleming College of Applied Arts and Technology](#)
- [St. Clair College of Applied Arts and Technology](#)
- [St. Lawrence College of Applied Arts and Technology](#)

- [University of Windsor](#)
- [Western University](#)
- [Wilfrid Laurier University](#)
- [York University](#)