

**SUBJECT: LOANS TO FOREIGN WORKER FACULTY MEMBERS****1. Purpose**

To set out the University's policy on the provision of financial support to foreign worker faculty members who are applying for permanent resident status in Canada.

**2. Scope**

This policy shall only apply to faculty members of the University who are foreign workers in Canada and who wish to apply for permanent resident status in Canada.

**3. Authority**

This policy is issued under the authority of President's Executive Council.

**4. Responsibility**

It shall be the responsibility of the Office of the Provost to ensure compliance with this policy. The Office of the Provost Human Resources Advisor (Faculty) is responsible for the administration of this policy and any faculty member who wishes to receive a loan pursuant to this policy shall contact the Office of the Provost Human Resources Advisor (Faculty) to obtain the relevant forms and other documentation.

**5. Retention of Faculty Members**

The University appreciates the value in supporting faculty members who are foreign workers in Canada in their applications for permanent resident status in Canada.

**6. Provision of Interest-Free Loan**

In the event a faculty member of the University who is a foreign worker in Canada wishes to apply for permanent resident status in Canada, the University will provide the faculty member with an interest-free loan to assist the faculty member with the cost of making an application for permanent resident status in Canada on the following terms:

- a. The University will provide an interest-free loan in the amount of:
  - i. the application fee for nomination under the Provincial Nominee Program ("PNP") offered by the Province of British Columbia and the fees that the faculty member is required to pay to Citizenship and Immigration Canada ("CIC") in order to apply for and obtain permanent resident status in Canada, up to a total maximum amount of \$1,000; *or*
  - ii. the fees that the faculty member is required to pay to CIC in order to apply for and obtain permanent resident status in Canada, up to a maximum amount of \$1,000.
- b. With respect to any fees payable under the PNP, the University will pay these fees directly to the Province on behalf of the faculty member. With respect to any fees payable to CIC, a copy of a payment receipt in the amount of the fees paid by the faculty member to CIC must be provided to the Office of the Provost and the University will reimburse the faculty member for the amount set out in paragraph a. above;
- c. The University will forgive the entire amount of the loan two years from the date the loan is provided to the faculty member on condition he or she remains in the employ of the University at that time;

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- d. In the event that the faculty member leaves the employ of the University at any time prior to two years from the date of the loan, he or she will be required to repay to the University the amount of the loan pro-rated to the date that he or she left the employ of the university (for example, if the faculty member leaves the employ of the University one year from date of the loan the University will forgive ½ of the loan amount and he or she will be required to repay ½ of the loan amount to the University); and
  - e. The provision of any loan to a faculty member as set out in this policy is a taxable benefit and the faculty member is responsible for the payment of any taxes or other obligations that may result from the provision of the loan.

**7. Written Agreement**

The University may require a faculty member to sign a written agreement and/or complete other relevant documentation with respect to the provision of any loan to the faculty member as set out in this policy.