



ISA

**INTERNATIONAL
STUDENTS' ASSOCIATION**

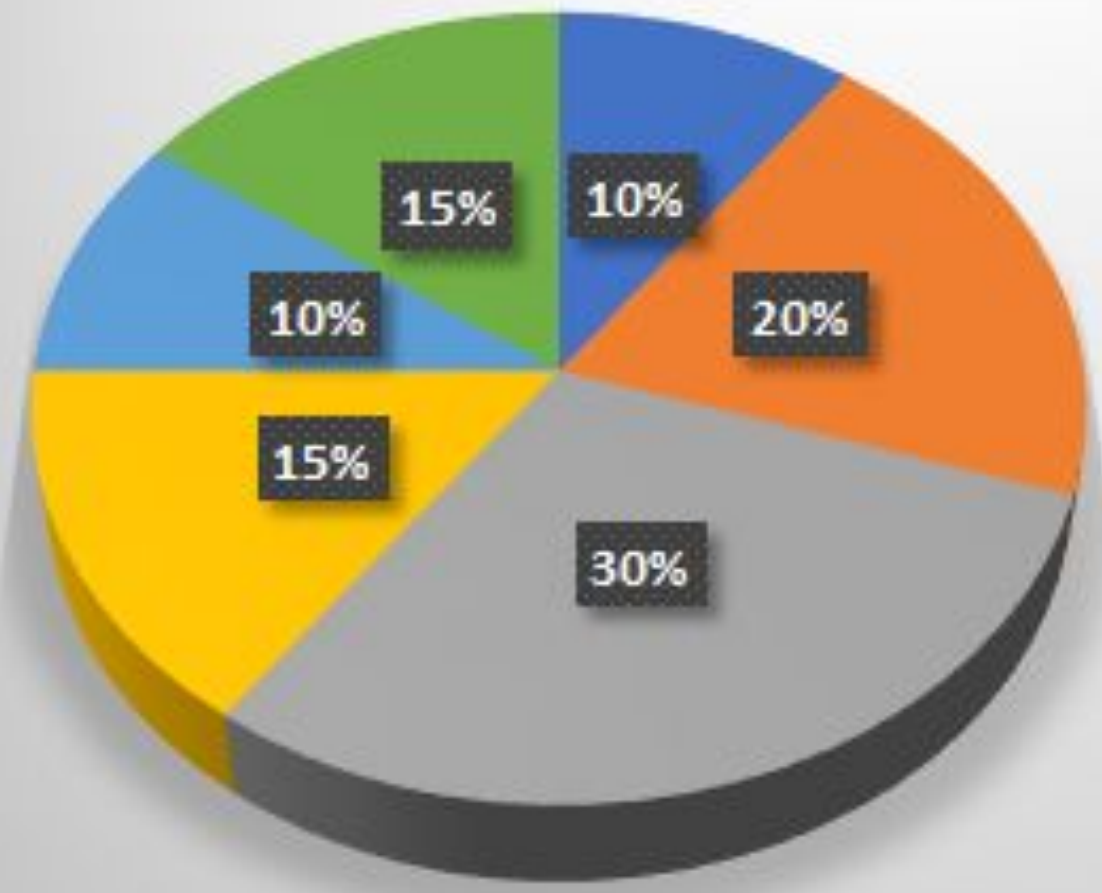
International Students' Association Fee (ISAF)

Final Proposal

Core Values



Allocations



- Communications, Outreach, and Advocacy
- Support, Awards and Funding
- Services, Events and Programs
- Community, Diversity and Culture
- Health/wellness and Professional Development
- Your ISA



Allocations

What does the Fee provide for?



ISAF!

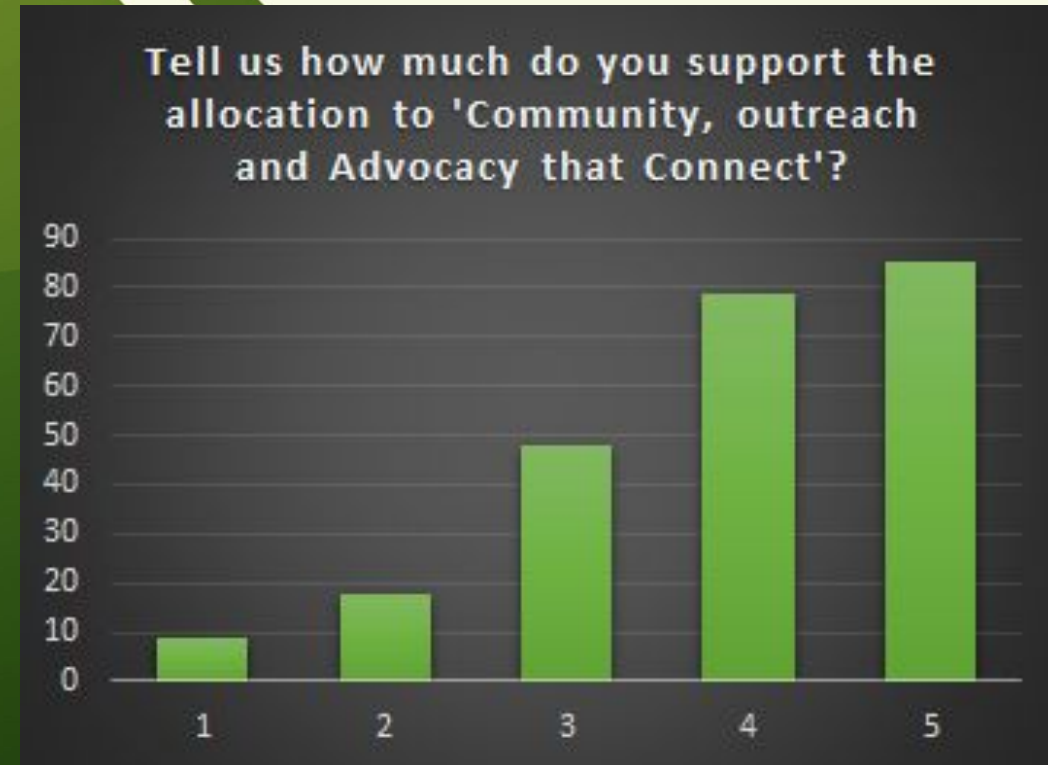
VALUE:

Amplifying the voices of international students at UofA while providing customized resources that address their unique needs and concerns.

Communications, Outreach, and Advocacy that Connect

- [Awareness and Advocacy Fund](#)
- Informative Sessions such as, Financial Literacy week.
- [Welcome Booklet](#)
- Communications tool, such as, [ISA Website](#), Canva, ets and to connect with students on all 5 campuses.

Allocation: 10%

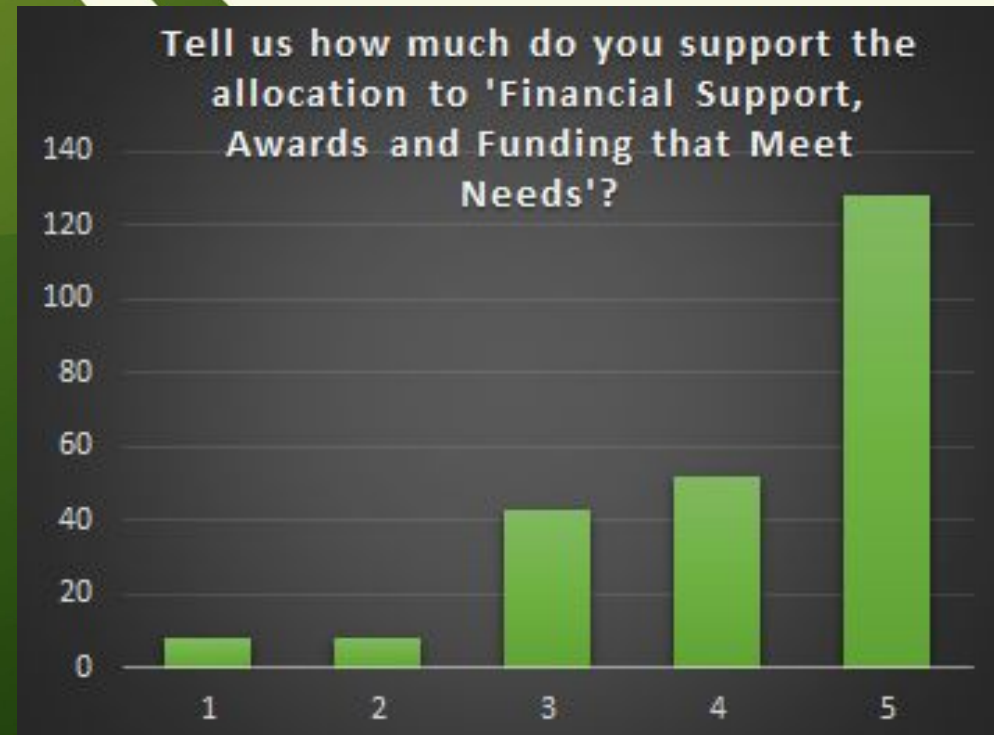


Value:

Alleviating financial barriers for international students to help them accomplish their goals by recognizing outstanding student achievement through various awards.

Support, Awards, and Funding that Matters

- Community Engagement Recognition Award Program
- Offer prizes for contests
- **Last resort support** - for students who do not qualify for UAI or the RO funding [1] but still have visible need for emergency support.



Allocation: 20%

[1] The RO and UAI were not able to fund 34 students in 2020 due to shortage of funding.

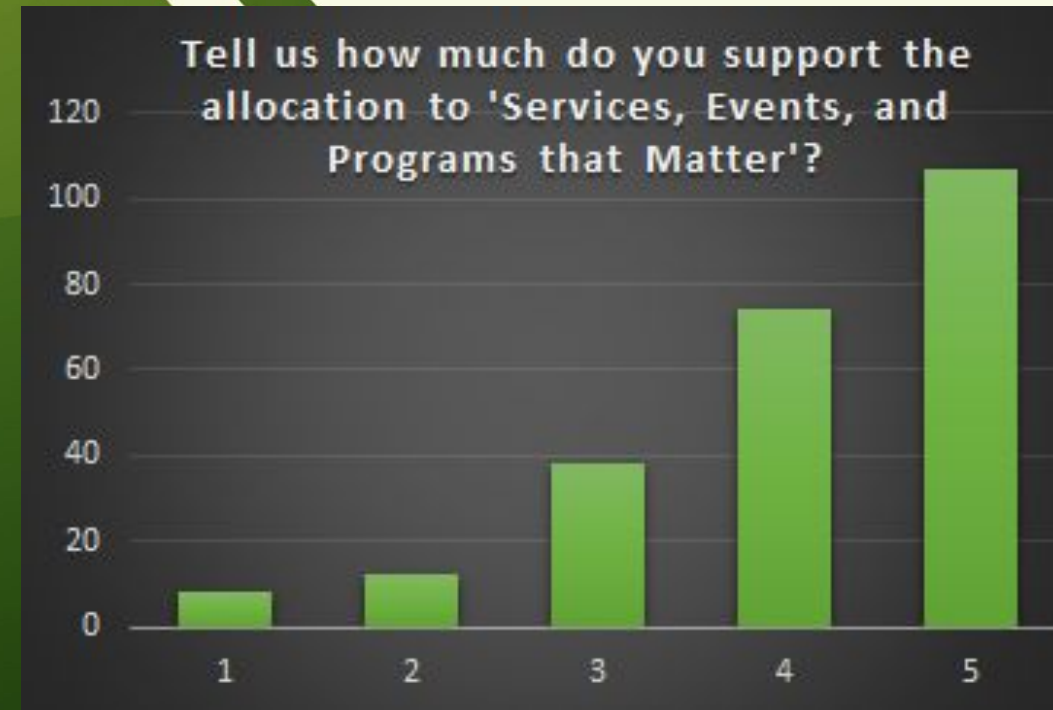
Value:

Enriching international students' experience on campus by offering great services, events and programs while building strong relationships with other students.

***Services, Events
and Programs
that Matter***

- **International Students' Benefit Card (ICard)** - save money for students with discounts around the Edmonton area.
- Various year-round events, such as, Annual Christmas Carnival, International students week, explorations week, and International Students Sports week
- **Campus Food Stall Program**- to provide students with authentic ethnic food at affordable prices.

Allocation: 30%



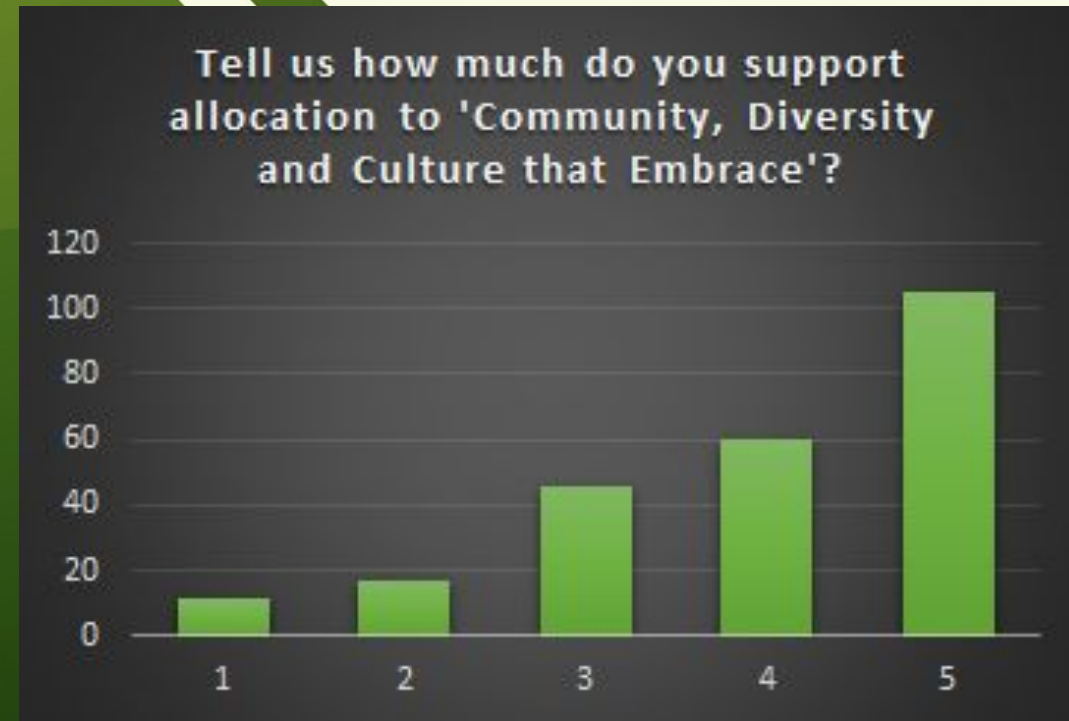
Value:

Better engagement for international students with the diverse communities at the UofA.

Community, Diversity and Culture that Embrace

- **Community Support Fund**:- Regional and BIPOC groups funding for cultural or internationally focussed events to *promote diversity, community building and counter loneliness*
- **Students** can also apply for funding to embrace their culture and host events, which ISA will support logistically and administratively.
- Yearly Kick Off **welcome services** for new students easy transition.

Allocation: 15%



Value:

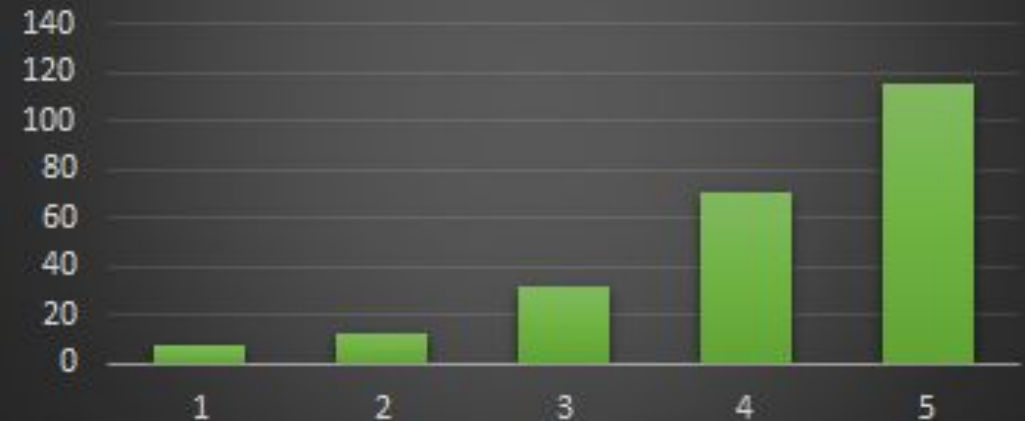
Enhancing individual mental, physical and professional growth while building a strong community and life-long connections.

***Health/wellness
and Professional
Development
that Helps***

- Events to counter student loneliness and mental health
- Outdoor activity trips and exploration
- Monthly Alumni networking nights
- Road to success workshops such as Career workshops

Allocation: 10%

Tell us how much you do support the allocation to 'Health/Wellness and Professional Development that Helps'?





ISAF!

Value:

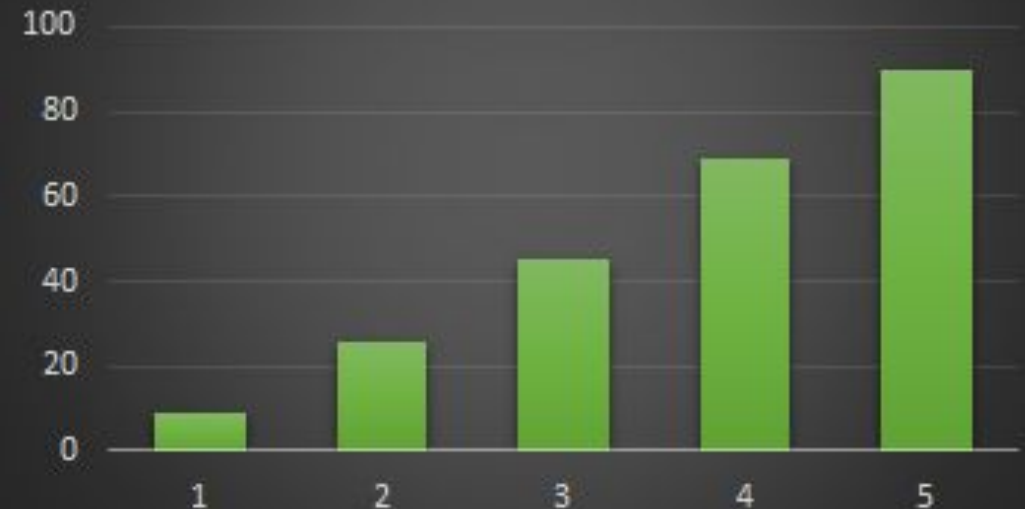
A stronger ISA is essential to safeguard international students' interests and more strongly advocate for them.

***Your ISA
that Stands by
You!***

- **International Students' Hub** – A safe and inclusive space on campus for international students.
- Election Expenses
- Operational, administrative, office, and logistical expenses.
- Volunteer Appreciation Program.

Allocation: 15%

Tell us how much do you support the allocation to support 'Your ISA that Stands by You'?





Fee Amount

What's the Fee?



ISA

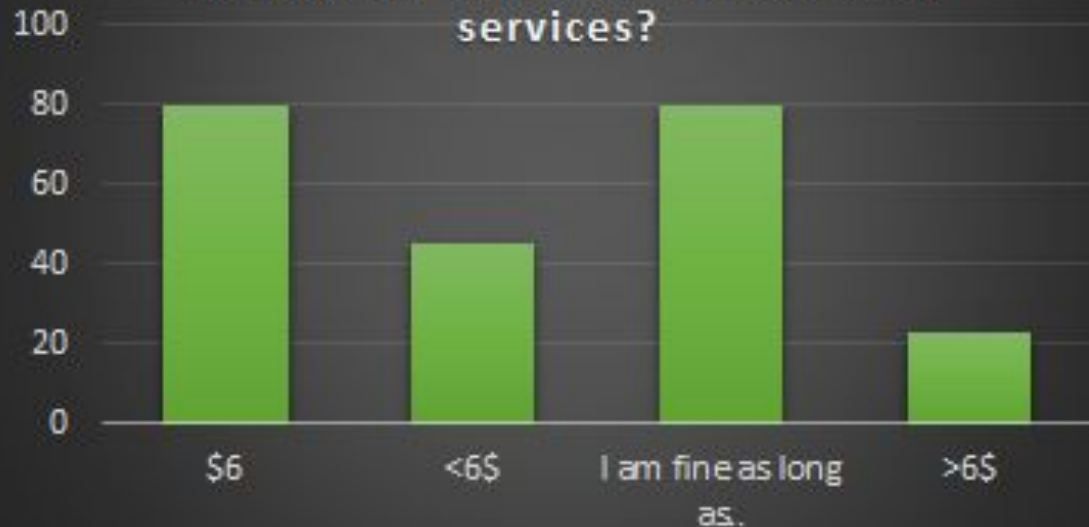
INTERNATIONAL
STUDENTS' ASSOCIATION

Fee:

\$6 per semester for every full time international student on all campuses.

Part time students pay 50% and off-campus students pay \$0.

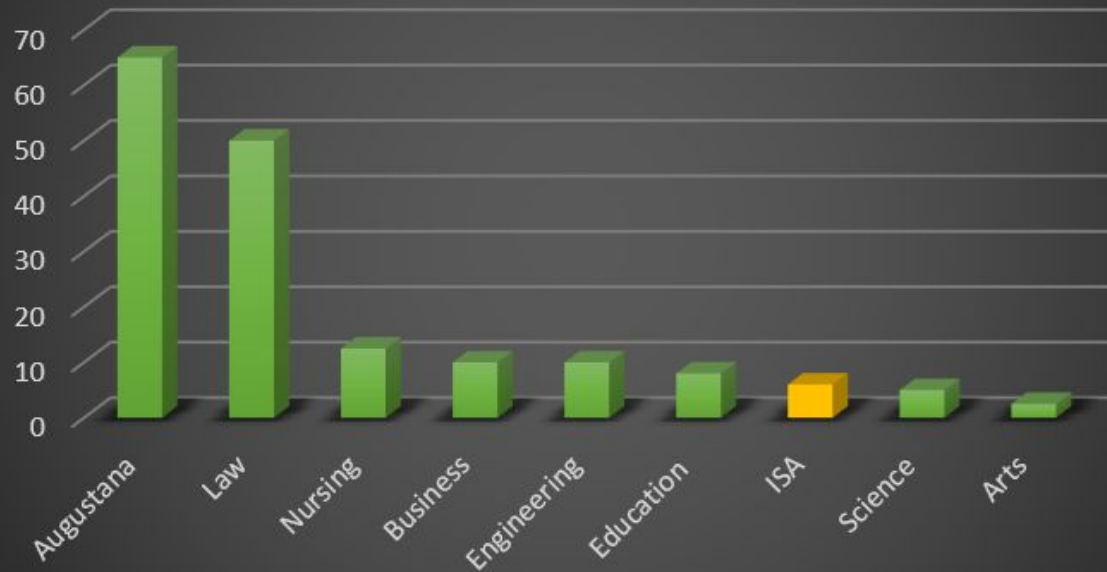
How much do you think you should pay per semester for all the above mentioned events, programs and services?



Fee Comparison

Faculty Association [2]

Faculty Association Fee Comparison



Faculty	Fall/Winter Fee Per Term (Full Time Students)	Fall/Winter Fee Per Term (Part Time Students)	Spring/Summer Fee Per Term (All Students)
Arts	\$2.50	\$2.50	N/A
Augustana	\$65.00*	\$65.00*	N/A
Business	\$10.00*	\$10.00*	N/A
Education	\$8.00**	\$8.00**	N/A
Engineering	\$10.00	\$10.00	N/A
Nursing	\$12.50**	\$8.50	N/A
Science	\$5.00	\$5.00	N/A
Law	\$50.00**	N/A	N/A

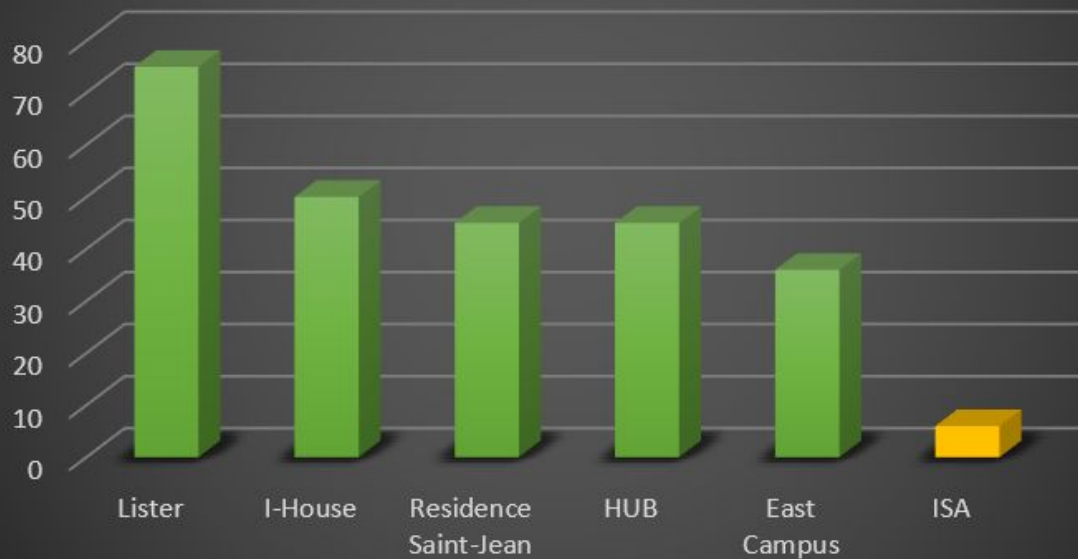
* Indicates that this fee is not assessed for Off-Campus students.

** Indicates that this fee is not assessed in the Winter Term.

Fee Comparison

Residence Association [3]

Residence Association Fee Comparison



Residence	Fees due 30/09/20	Fees due 31/01/21 (note 1)	Residence Association
International House	\$50	\$25	International House Spokescouncil
Lister Residence	\$75	\$37.50	Lister Hall Students' Association
Résidence Saint-Jean	\$45	\$22.50	Association of the Residents of the Faculty Saint-Jean
HUB	\$45	\$22.50	HUB Community Association
East Campus Students' Association	\$36	\$18	Maple/Aspen House, Nîpisiy House, PLH, Pinecrest/Tamarack House, Linden/Alder House

[3] <https://su.ualberta.ca/governance/resassoc/fees/>



ISA will work with Augustana International Councilor of ASA and VP International of AUFSJ to create dedicated programming for Augustana and Campus Saint-Jean.

All allocation funds which are not accessible by Augustana and Campus Saint-Jean students will be redirected to this dedicated programming.



What about services that other campus students can't access?

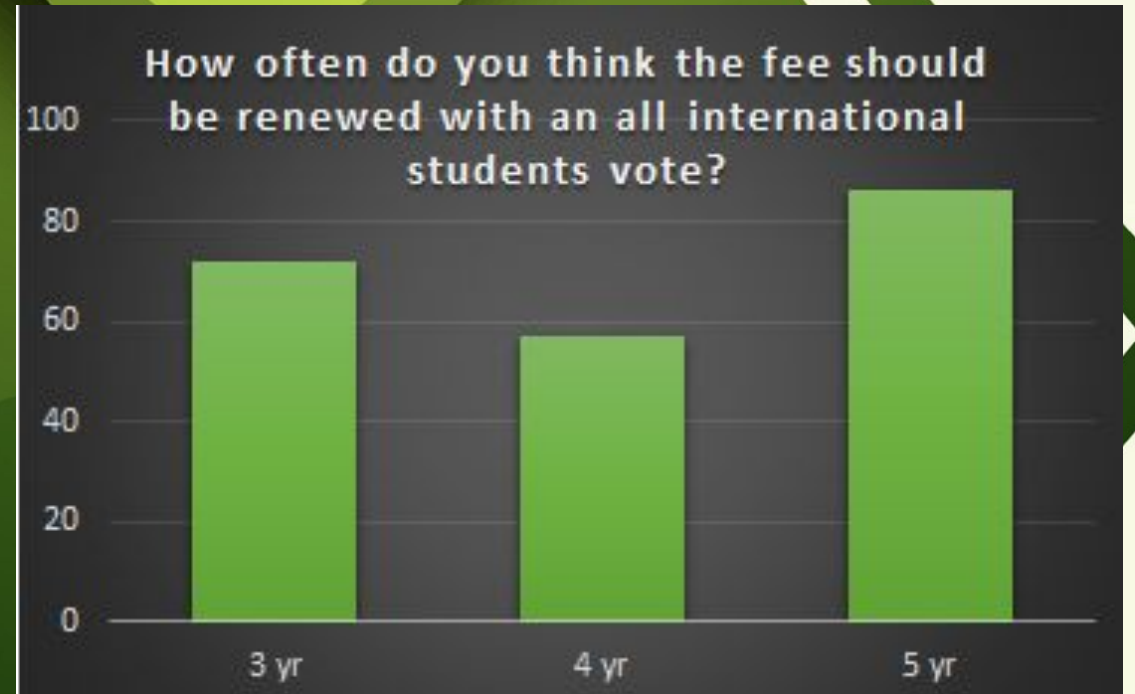
For how long?

ISAF!

3 years
and
then you vote
again !



INTERNATIONAL
STUDENTS' ASSOCIATION



Students can opt-out of everything!

How?

- Login isa.ualberta.ca/opt-out within first two weeks of the semester.
- Fill out the opt-out form,
- We refund you in 30 days.



Opt-out Mechanism

Very Important!

- *The fee shall be bound to the financial reporting to the **Student Union**.*
- *This includes ongoing financial reporting by the ISA Vice President Finance and a yearly **independent audit**;*
- *A statement of the audit and budget be submitted to ISA Undergraduate Council for **full oversight and transparency**.*
- *The Budget and audit statements shall be **public** on the ISA website and also be presented to the international students in the Annual General Meeting.*
- *Every transaction shall be **approved jointly** by the ISA President and the Vice President Finance along with an ongoing **regular reporting to the Board**.*

Financial Oversight!



Consultation

Over 5 Months!

Consultation

1

TRANSPARENCY

Referendum Task Force maintained an active page for transparency, isa.ualberta.ca/isaf

2

INITIAL SURVEY

We conducted a survey of 80+ students in Feb before starting the proposal drafting process.

3

JAMBOARD

Our Jamboard consultation allowed our community to add programs and services that they wanted this fee to initiate.

4

ONE-ON-ONE

We did 1-on-1 stakeholder consultations with 8 SRAs, 7 Regional/Cultural Groups, 20+ UASU Council members, and many students/Uni Staff.

5

TOWNHALL

On May 25, 2021 we held an online townhall attended by 40-50 students to publically present ISAF and take feedback.

Consultation

6

FINAL SURVEY

We conducted a survey with a total of 248 intn'l undergraduate students. Survey was emailed to all students.

7

SU COUNCIL PPT

We presented this council twice in the last month, to take direct feedback, provide clarities and make changes.

8

COISA

We presented the final proposal with all changes to our regional group committee consisting rep of 13+ regional groups.

9

MASS EMAIL

We announced the final proposal with a mass email to all undergrad intn'l students and conducted final feedback.

10

ISA INTERNAL

Ultimately, we proceeded with the final consultation with people within the ISA to ensure that proposal is supported by everybody.

Survey

Demographics information released, bit.ly/3iPVwvp



ISA

**INTERNATIONAL
STUDENTS' ASSOCIATION**

Thank You !

ISA 2021/2022



ISAF Proposal

INTERNATIONAL
STUDENTS'
ASSOCIATION FEE



Submission to the
University of Alberta Students' Union (UASU)

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- Communications, Outreach and Advocacy that Connects
- Support, Awards and Funding that Meet Needs
- Services, Events and Programs that Matter
- Community, Diversity and Culture that Embrace
- Health/wellness and Professional Development that Helps
- Your ISA that Stands by You!

Consultation and Feedback

Appendix



About us

UAISA advocate for all 9,000+ international graduate and undergraduate students. The UASU has delegated its representative authority to the UAISA for all undergraduate international students on all 5 UAlberta campuses.

Advocacy

The ISA is a strong advocate of international students. Last year we advocated on online learning issues, Ride Transit Program, frozen food issues on Augustana campus, etc.

Programs and Services

ISA takes an active role in campus orientation to better prepare international students when they start university. We are also launching ICard and Campus Food Stall Program soon.

Unified

ISA is proactively working on unifying the entire international students body at the University by creating platforms such as Committee on International Students Affairs for all regional group leaders to meet and discuss the challenges faced by their communities.



Town hall hears Int'l Students' Association plans

Richard Catangay-Liew
GATEWAY STAFF • @THEPULSECANADA

Representatives from the Students' Union and various international groups gathered at a town hall last Friday to discuss the implementation of the International Students' Association (ISA). The assembly comes after the Board of Governors approved a five per cent tuition hike for international undergraduate students in December 2013, which triggered a cry for equal representation from the SU from those affected.

Individuals or groups from the U of A's international community were tasked with presenting proposals as to what the ISA should look like and what the organization would do. Proposals were required to outline the ISA's organizational structure, executive structure and decision-making processes.

William Lau, SU Vice-President (Student Life), said proposals should detail how the ISA will enhance communications and build relationships on campus, connect with the SU through advocacy efforts and branch out to the university's International Student Services and the International Centre.

"We want to build a truly international environment," Lau said. "We went to build cultural awareness between the various cultures on campus."

Parijanya Joshi, Zhaoyi Chen, Diego Lucas and Chevy Bui presented a collaborative presentation after realizing their original separate proposals aligned similarly.

The town hall was set up to facilitate discussion and critique between groups proposing and students in attendance, but the four



ISA DEAS December's BoG meeting to hike tuition by 5 per cent spurred efforts to create an ISA.

collaborators were the only group who shared their vision for the ISA.

Joshi, who arrived in Edmonton from India in 2011, noted how the ISA has the potential to create change on campus for international students. The establishment of a unified voice for international students is something that seemed improbable when he first came to Canada, he said.

"Back then we never thought we'd be treated unfairly like cash cows and that our tuition would be increased arbitrarily," he said. "We never thought that we would actually do something about it."

"(The ISA) is the sum total of all the beliefs of the students who want

this change to happen."

Chen, who said she felt incredibly passionate for international student rights, stated that a collective body for international students has been a dream and goal of hers since she came to Canada from China.

"This campus should be a safe haven for international students to succeed," she said. "The ISA is here to advocate, protect and fight for our privileges."

The four collaborators proposed that all international undergraduate students would automatically be enrolled as ISA members.

They also outlined a three-year plan, where the ISA would start out as an official student group at the

university and eventually move up to a policy-making body.

The ISA would also include a council consisting of a speaker, elected executives and representatives from international student groups. The council would then vote on policies and discuss issues pertaining to international students.

So far, 18 stakeholders across campus have expressed interest in the ISA's prospects, with 13 stakeholders having committed fully.

Dustin Chelen, SU Vice-President (Academic), added that although the creation of the ISA has seen positive interest and feedback, there are several barriers including time, commitment and how to make the

ISA relevant to all stakeholders. One of the concerns raised in the town hall was the role of international graduate students in the ISA. Chelen said that approximately 35 per cent of those in graduate studies are international students, compared to the 12 per cent in undergraduate studies.

The collaborators said they believed the Graduate Students' Association provided ample representation for international students already.

"They added that the first step for the ISA is to get registered as an official student group before the semester ends, and that they would further discuss graduate student membership when they are more fully developed.

SU President Petros Kasumji recounted that mobilizing international student support back in December was a difficult challenge and said he anticipates seeing what the ISA can do.

"I think we did a fantastic job... but now we have an opportunity to engage with a whole bunch of international students and I think this is an excellent start," he said. "It seems like this three-year plan is going in the right direction."

Lau, the incoming 2014-15 SU President, said he's extremely satisfied with how far planning for the ISA has gone. For the time being, it's important for students to stay engaged regarding the formation of the ISA and prepare for the future, he said.

"International student issues are things we all hear about," he said. "I hope that all international undergraduate and graduate students keep their ears to the ground and see what next steps are up."

Our History

- UAISA was first founded in 1961 and operated until 1991.
- Later in 2013, the UofA Board of Governors suddenly decided to increase the international students' tuition fees.
- 100+ international students protested at the BoG meeting to stop the fee increase.
- Due to the lack of any unified international student body to advocate on such matters, the Students' Union Council initiated the process of forming the ISA.
- Students Union hosted a Town Hall in Telus Center and few SU International Councillors along with SU VP SL made the ISA in 2014.
- 23 regional groups joined in making the first ISA Board.
- In 2020, ISA was revived with a new and more sustainable structure consisting of Councils and board. ISA became an SRA the same year.



LETTER FROM UNDERGRAD CHANCELLOR



Dear UASU Council,

I write this letter on behalf of the Undergraduate Council of the University of Alberta International Students' Association (UAISA) as its Chancellor and its representative. I would like to thank the UASU Council for working with the UAISA Undergraduate Council on the Student Representative Association (SRA) recognition last year and successfully delegating the representative authority of all undergraduate international students to the UAISA Undergraduate Council. Due to this historic decision, the ISA's Undergraduate Council can represent students and help ISA to advocate for international students with more legitimacy.

Today, I would like to inform you that the ISA Undergraduate Council has passed this referendum proposal unanimously, and thus we send this proposal for your final approval. While many of you might be concerned about the additional cost to international students, I would like to bring to your attention, that this proposal is itself being drafted and being proposed by the international students for solemnly one singly purpose, i.e. to enable ISA to provide services to the international students and fulfill its mandate to better serve the international students.

On behalf of the undergraduate council, I would like to thank you all for reading this proposal and hope that you all will honour the will of international students' representatives to hold this referendum and let the international students make the final decision and vote on it in the next UASU Executive Elections.

Best Regards,
Yintong Liu
Undergraduate Chancellor

LETTER FROM ISA PRESIDENT



Dear UASU Council,

I hope you all are doing well. I would like to write this letter on behalf of the ISA to support our SRA Fee Proposal. The ISA and the SU have worked together for many decades, the history goes back to 1961 and together we have achieved many things. Our strong relationship has enabled us to jointly present student issues more boldly and help resolve the issues of thousands of students. Today, the ISA is requesting the UASU Council to approve the proposed SRA Fee and thus allow the international students to vote on the fee.

The ISA has been preparing for this referendum for almost a year now, we have spent extensive time in consultation with the students and truly believe that this is the proposal that is supported by the will of the international students. Our community pays an enormous amount of money as tuition but still as international students we bring this proposal before you as we believe that these few additional dollars will give international students a strong voice, and association that could be with them in this country where they are alone and new. In true essence, the ISA is the voice of thousands of international students and this fee shall strengthen this voice and enable it to provide services to the international students.

This fee shall help ISA to provide international students with a family thousands of miles away from their homes and shall enable ISA to build programs and services that shall help international students be better prepared for the Canadian job market and ensure their overall success as young professionals. I look forward to the council meetings and your support to pass this proposal and allow the international students to vote on it and make their decision.

Best Regards,
Chanpreet Singh
ISA President

PURPOSE



The mission of the International Students' Association (ISA) is to present a united voice and advocate for the entire international student community. This mission can only be carried forward if the ISA remains sustainable and not wholly dependent on its gracious sponsors. The ISA's SRA Fee i.e ISAF will allow the ISA to sustainably continue supporting and offering its services to all international students at the University of Alberta. This fee shall support hundreds of students who are suffering due to language barriers, facing discrimination, loneliness, mental health challenges, etc and enable ISA to provide services that shall help international students to be better succeed in their lives as young professionals.

SCOPE

The ISA SRA Fee will be implemented from the Fall 2022 Term and up until and including the Spring/Summer 2025 Term. The Fee shall be charged to every full-time and part-time international student on all University of Alberta campuses. An international student is defined as a University of Alberta student who pays the international student's tuition fee and/or is on a study permit in Canada. The fee is charged differently according to the academic status, term and campus, due to the availability of services to the students based on those parameters.

AMOUNT

1. *Each full-time international student on all university campuses will be paying \$6.00 per semester.*
2. *Part-time international students will be paying 50% of the full-time fee being charged.*
3. *Off-campus (such as Co-op students) or special status international students will pay \$0.00 per term.*

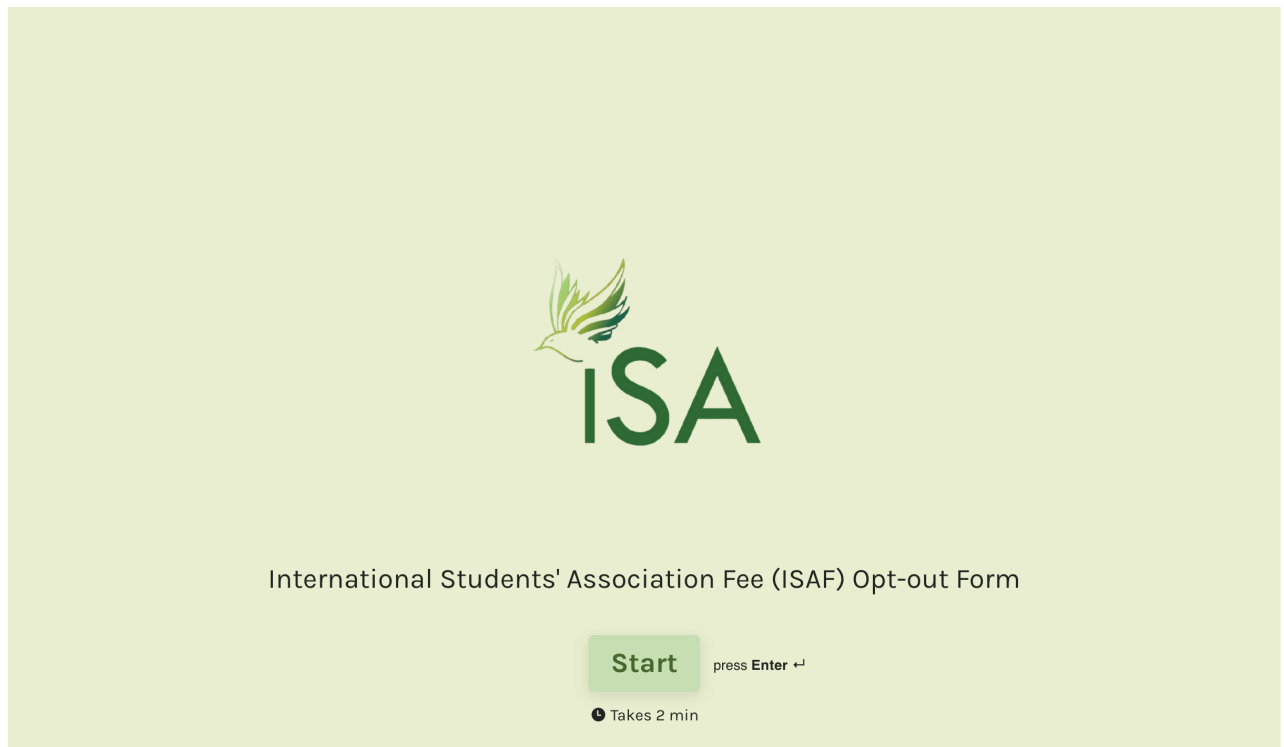


FEE TIMELINE

The ISA SRA Fee will be implemented for a three-year period from the Fall 2022 Term and up until and including the Spring/Summer 2025 Term.



ISAF Opt-out Form

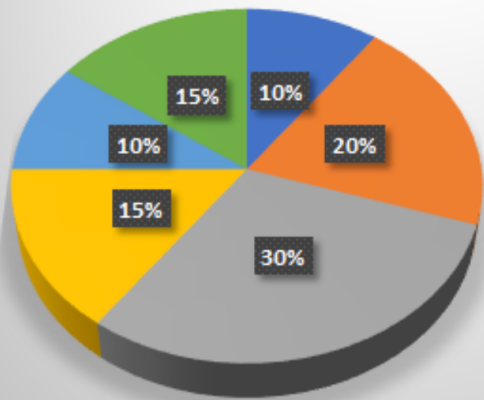


Opt-out Mechanism

isa.ualberta.ca/opt-out

- To receive reimbursement from ISA, for the ISAF, a student must fill out the opt-out form on the ISA website (isa.ualberta.ca/opt-out).
- A student is only eligible if they have paid the ISAF as part of their tuition fees, as collected by the Registrar's Office and the Students' Union. The SRA fee is a voluntary fee and filling out this form is the only way to opt-out of payment.
- International students shall be able to fully opt-out of the fee within the first two weeks of the semester. The Students shall not be eligible to access the services/program upon opting out.
- The ISA shall reimburse the student within thirty (30) days of receiving the opt-out form. This time frame shall only change due to unpredictable or other reasonable circumstances.

Allocations



- Communications, Outreach, and Advocacy
- Support, Awards and Funding
- Services, Events and Programs
- Community, Diversity and Culture
- Health/wellness and Professional Development
- Your ISA



ALLOCATIONS

<i>Allocation</i>	<i>Value</i>	<i>Description</i>	<i>Amount</i>
<i>Communication, Outreach and Advocacy</i>	<i>that Connects</i>	<i>For the ISA to use in effectively advocating, reaching out to the international student population on all five campuses, fund communication tools and welcome booklets.</i>	<i>10%</i>
<i>Support, Awards and Funding</i>	<i>that Meet Needs</i>	<i>For the ISA to use in the form of awards and prizes. The ISA will use it to create a Community Engagement Recognition Awards program and a Last Resort Funding program.</i>	<i>20%</i>
<i>Services, Events and Programs</i>	<i>that Matter</i>	<i>For the ISA to use as funding for programs and services that are beneficial to all international students such as the ICard initiative. The Affordable Campus Food Program shall play a vital role in solving food insecurity on campus.</i>	<i>30%</i>
<i>Community, Diversity and Culture</i>	<i>that Embrace</i>	<i>For allocation to regional and BIPOC student groups and promotion of diverse, and cultural events. ISA shall also use funds for hosting welcome activities.</i>	<i>15%</i>
<i>Health/Wellness and Professional Development</i>	<i>that Helps</i>	<i>For the ISA to cover the costs of health/wellness and professional development services and programs</i>	<i>10%</i>
<i>Your ISA</i>	<i><u>that</u> Stands by You!</i>	<i>For the ISA to cover its operational costs and provide international students with a hub on campus.</i>	<i>15%</i>

ISAF OVERSIGHT



By the Students' Union

The fee shall be bound to the financial reporting to the Student Union, as per the University of Alberta Student Union Financial Reporting Guidelines.

This includes ongoing financial reporting by the ISA Vice President Finance and a yearly independent audit; a statement of the audit and budget be submitted to ISA Undergraduate Council for full oversight and transparency.

The Budget and audit statements shall be available to international students on request and also be presented to the international students in the Annual General Meeting (AGM). Every transaction shall be approved jointly by the ISA President and the Vice President Finance along with an ongoing regular reporting to the Board.

Financial Oversight



Let's Dive Deep into ISAF !

What does the ISAF provide?

The programs mentioned under each allocation unit shall be subject to change as per the student feedback and engagement. We shall always aim to provide the services and programs that are well received by the international students and positively contribute to their university experience. All excess or unutilized funds in each allocation unit shall be added to the Endowment Fund of the ISA, to generate interest and use the fund when international students or the ISA deem necessary.

ALLOCATION 1

Communications, Outreach, and Advocacy

that Connects

The motive of this allocation is that ISA shall be a strong representative voice only if it can strongly connect with its membership that's all around the University of Alberta campuses in every faculty. The Allocation shall support the “*Advocacy and Awareness Fund*” which shall help ISA to communicate with its membership by supporting the communications tools such as ISA website, Canva account, Stripo etc. ISA membership spans over all five UofA campuses and all faculties, thus it's essential for it to have a strong communication/outreach budget to ensure constant communications and staying close to the students it represents. The fund shall also support ISA to stay connected with its membership thus leading to an active participation of students in ISA's governance.

As an association that represents students coming from 100+ countries around the world, ISA's top priority is to make each one of them feel at home here, at the University of Alberta.

VALUE:

Amplifying the voices of international students at UofA while providing customized resources that address their unique needs and concerns.



This allocation will be used to develop and provide resources like the *Welcome Guide* that target the initial transition difficulties faced by all international students. The *Welcome Guide* of ISA is an essential source of information for students and also rated as a top resource guide for international students.

The ISA has collaborated with Gateway to run a program called *Gateway/Campus Voice Initiative* which will give international students an accessible platform to voice their opinions and concerns throughout their stay at the university. This collaboration allow ISA to raise international students' issues on campus.

ALLOCATION 2

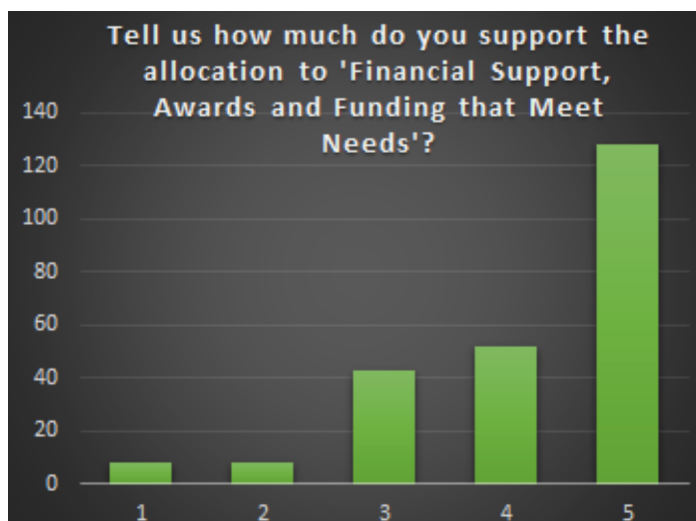
Support, Awards and Funding

that Meet Needs

Value: Alleviating financial barriers for international students to help them accomplish their goals by recognizing outstanding student achievement through various awards.

ISA believes that the financial barriers that come with being a student shouldn't stop you from achieving your goals. We want to do everything we can to help you receive the assistance you may need.

Community Engagement Recognition Awards such as ISA Salute, and offering prizes through contests. ISA recognizes your talent and knows that you deserve a token of appreciation for all the positive impacts that you make on campus! Hence, the purpose of this fund is to help reduce the financial burden for students through various awards.



The ISA shall create a “Last Resort Funding” program, for students who do not qualify for UAI or the Registrar’s Office [1] funding but still have visible need for emergency support. We will work with UAI and the Registrar’s Office to identify such students and support them with funding they require.

[1] The RO and UAI were not able to fund 34 students in 2020 due to shortage of funding.

ALLOCATION 3

Services, Events and Programs

that Matter

Events:

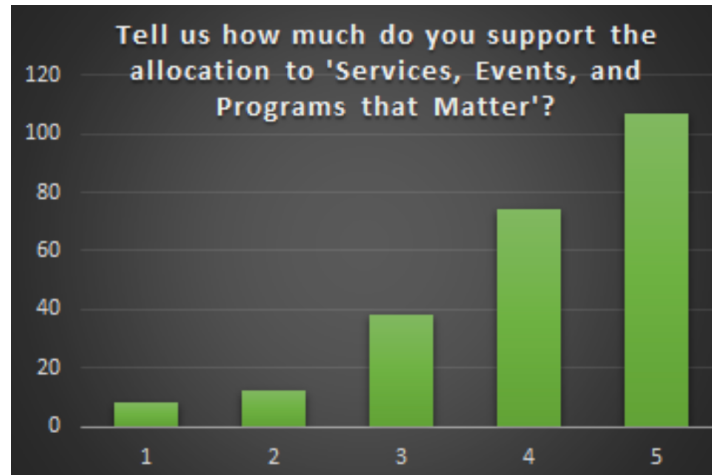
This allocation is aimed at providing students with quality events to help them make the most of their university student experience. These events shall help ISA to engage with students on a regular basis and better cater to their needs. Our events shall in general promote intercultural friendship, and inclusivity. These general events shall help students stay engaged on campus while they are miles away from their friends and family. ISA shall also conduct tours for students to be able to explore Alberta and surrounding provinces, as most international students lack means of transportation to explore this beautiful country.

Program:

*There will also be an **International Student Benefit Card (ICard)** to connect with retail, food and entertainment partners and offer discounts for international students. This program shall enable students to save money and potentially recover the fee amount itself. ICard is designed to help students reduce the cost of living in Edmonton. ISA as a body of 9,000+ students is in a great position to use its membership size to get discounts from local businesses and our sponsors.*

Value:

Enriching international students' experience on campus by offering great services, events and programs while building strong relationships with other students.



Service:

*The ISA is seriously concerned about the International students being 2 times the increased Food Insecurity risk compared to domestic students [2], thus the ISA would use the ISAF to create a “**Campus Food Stall Program**” to provide authentic cultural/ethnic food on the Campus at affordable price. All excess daily food shall be either provided to volunteers, students, or Campus Food Bank at the end of each day. The Program shall provide five food items, at five campus venues, one for each day at a very affordable rate.*

[2] Food Bank Presentation to the UASU Council.

ALLOCATION 4

Community, Diversity and Culture

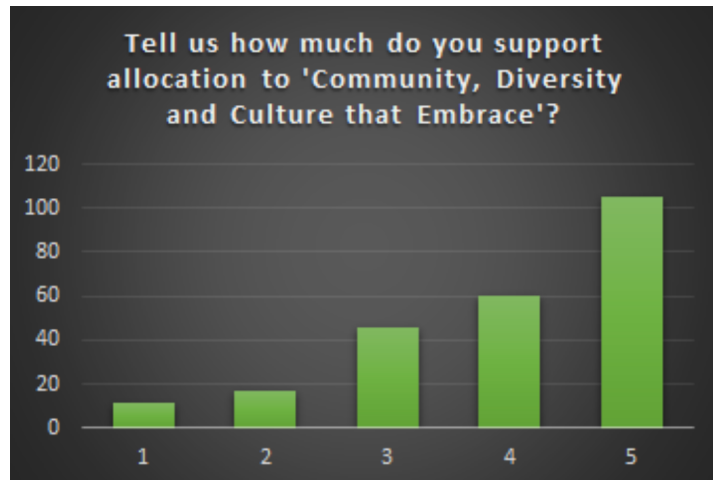
that Embrace

The biggest strength of the international students' community at UofA is the diversity of opinions, experiences, ambitions and wisdom they bring along with them. Through this allocation, the ISA aims to promote the representation and experience of this diversity on campus.

In order to promote a sense of belonging in international students, it is important for them to be able to connect and bond with other students from their respective home countries. We recognize the value of regional/cultural student groups at UofA that serve as a common ground for international students to practice and celebrate their culture. ISA also supports the presence of BIPOC student groups and associations on campus that are working towards providing support and promoting diversity through their events/programs.

*To provide financial assistance and support to these student bodies, ISA has formulated a **Community Support Fund Program**. Under this program, student bodies will be able to apply for funding needed to undertake events and programs that promote diversity, community building and counter loneliness. Many regional/cultural and BIPOC student groups have expressed the need of such a program to the ISA, as it provides financial certainty to these groups.*

*Value:
Better engagement for international students with the diverse communities at the UofA.*



Apart from the established student groups, other students interested in hosting culturally focussed events shall also be empowered by ISA through this funding program and other logistical/administrative support by the ISA as required.

The new student orientation is often the first point of contact for international students with the ISA and gives them a glimpse of the various services offered by the ISA. To further facilitate the connection between ISA and international students, we want to supplement this welcome event with a 'Yearly Kick Off for Welcome Services Program'. As part of this program, we will organize engagement and icebreaker activities that will give students an opportunity to connect with people from their home country and all over the world. Through this program, ISA intends to create a firm foundation for an intimate and well-connected international students' community on campus.

ALLOCATION 5

Health/wellness and Professional Development

that Helps

Health and Wellness Program:

The purpose of this fund is to focus on the well-being of international students. ISA's approach is to build a strong and supportive community of international students through shared activities and programs encouraging recreation and adventure. ISA understands the challenges and stressors that international students face by being alone in this country. Hence, ISA will organize events and resources to help alleviate student loneliness. These programs shall be very active during the busy exam seasons enabling international students to take a break, focus on their mental health and wellness. International students in general are quite hesitant to discuss their mental health and such programs shall support students to open up and take mental health seriously.

Value:

Enhancing individual mental, physical and professional growth while building a strong community and life-long connections.

Professional Development Programs:

ISA encourages the ambitious zeal in our international student community and recognizes their extraordinary efforts to make a niche for themselves in Canada or elsewhere in the world. ISA aspires to give students the chance to learn from mentors that have been in the same shoes as them and successfully achieved their career objectives. ISA plans to organize Monthly Alumni Networking Nights that will allow international students to connect with UofA alumni so that they can get grassroots advice and gain insights regarding how to make the best out of their university experience and achieve an all-round development. ISA will organize Road to Success Workshops for the academic and professional advancement of international students. ISA will invite experts who can guide students through the challenges of juggling goals and responsibilities as international students, without compromising their professional and academic performance. ISA also wants to take the initiative of connecting students to the professionals in their desired career sectors.

These Career Series Workshops will be customized as per the demands of students interested in given careers. In addition to a general overview of the industry, students will have the opportunity to interact with the guests and gain clarifications on their queries.



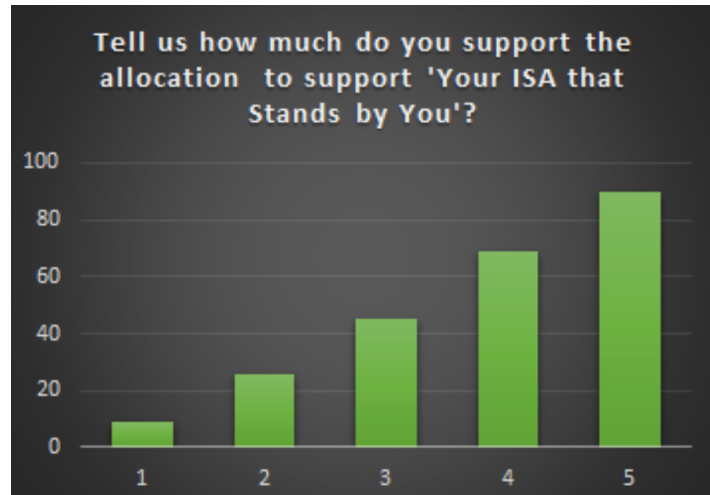
ALLOCATION 6

Your ISA

that Stands by You!

Value: A stronger ISA is essential to safeguard international students' interests and more strongly advocate for them.

This allocation shall be used for covering various expenses that come along with running the largest student association on all five campuses. The money shall mostly be used for operational costs and administrative expenses associated with the ISA Office space. As there are 40 governance positions within ISA Board and Councils, thus this allocation shall also cover the election expenses associated with it. ISA is huge with 130+ directors and coordinators, taking enormous hours of dedicated internal members thus this allocation shall be used for the Volunteer Appreciation Programs, to keep people motivated and dedicated to executing all the tasks that this referendum shall stand for. The fund shall also be used to cover any election expenses, operational costs, provide administration and office support. The ISA shall use this allocation to make an "International Students Hub" on the campus. The fund shall also be used for general insurance of the ISA that shall insure all its event participants and is a requirement of the Dean of Students office.



Additionally:

ISA shall also create on-campus part-time opportunities for students wherever possible in the programming/services to support the students such as paying student tutors to do exam review sessions for courses in which international students struggle.

For any allocation unit of the fee that is not accessible to Augustana and Campus Saint-Jean students, the funds collected from these campuses students shall be redirected to a dedicated programming that shall be accessible to these students. The dedicated programming shall primarily be created by including the Augustana and Campus Saint-Jean international students and based on the student feedback/engagement.

Referendum Task Force



Date: February 27, 2021

ISA Board

Motion

Motion Title: Motion for creation of a task force for ISA referendum
Presented by: Chansreet Singh
Seconded by:
Meeting Date: Feb 29, 2002
Action Needed: Vote immediately
The motion shall also need the undergrad council approval.

L. Details:

The Board of ISA is requested to approve the creation of a task force to plan the ISA Referendum.
This task force shall be working on creation of a referendum proposal, strategize the whole referendum process, and ultimately take the form of election campaign team.
The task force shall consist of 5 members and have the following mandate:

Task Force Members and Contact Details

Members and Contact

Meeting Minutes

Check out the work that we did and how we made our proposal.

Meeting Minutes

Task Force Mandate and Duties

The motion that created this task force with its unique mandate and strong rights.

Mandate and Role

Consultation and Feedback

Referendum proposal Drafting Process:

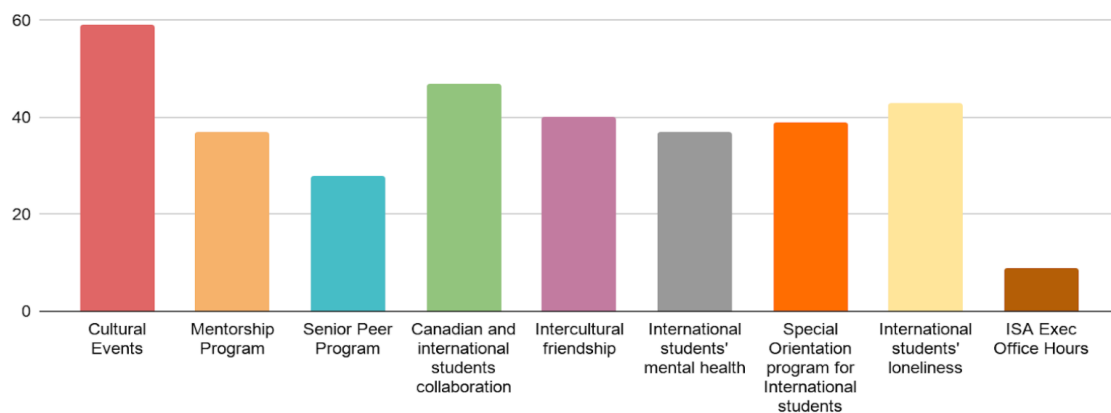
The ISA Board made a Task Force for the Referendum Proposal, consisting of President, VP Finance, VP Coms, VP Internal, VP External and three student-at-large from within the ISA. This Task Force met weekly to draft the proposal, engage in consultation, and directly report to the ISA Councils and the Board. The Task Force made a publicly accessible web page for transparency (meeting minutes) and open consultation,

<https://isa.ualberta.ca/isaf>

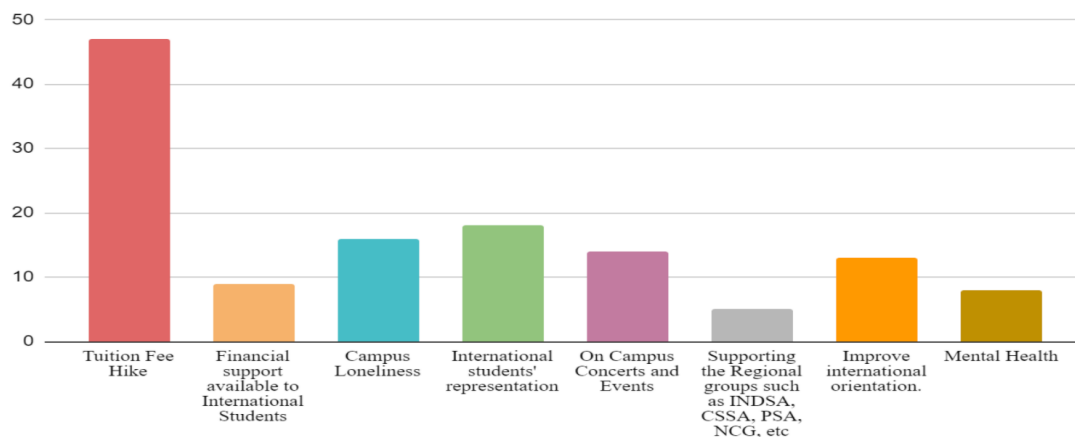
INITIAL SURVEY

The ISA conducted an initial survey in February 2021, before starting the work on this proposal to understand the needs and priorities of our community. This initial survey had approx 80 students as participants. The key results are:

What are the programs that you are interested in or ISA should start?



In your opinion, what should the ISA make their priority in the upcoming school year?



JAMBOARD COUNCIL AND PUBLIC CONSULTATION.

The ISA made initial general allocations and shared a jamboard with our Councils and Community/Public to learn more about the programs that interest the students.

#SpeakUp Consultation

We invite you to tell us what ISA should spend money on?

Click on the JamBoard link in Bio and tell us about your idea using a sticky.

#SRAFFEE Consultation

How this work? LETS TALK

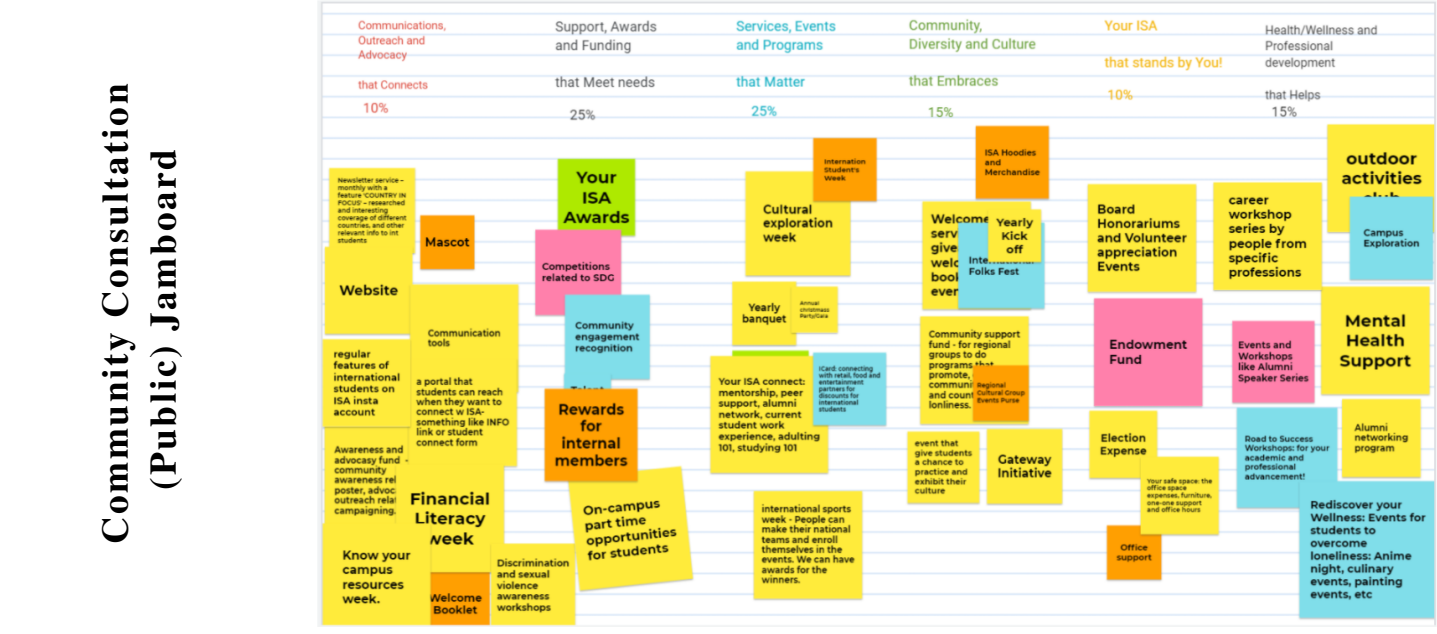
1. Click on the Jamboard link
2. Click on a sticky on the right side.
3. Write your opinion or idea.
4. We will work on your idea and include it in our referendum proposal.
5. Email isa.president@ualberta.ca for any questions.

JAMBOARD -- BIT.LV/3FNDRDA

We are looking forward to your ideas.



ISA Council Jamboard :



Community Consultation (Public) Jamboard

STAKEHOLDERS ONE-ON-ONE CONSULTATIONS.

ISAF Fee Consultation

ISA invite all culturally, regionally or international student focussed UofA registered undergraduate student groups to meet and provide us feedback on our fee proposal.

Email
isa.manager@ualberta.ca
to arrange a meeting.



ISA also used the Student Group Services (SGS) NewsLetter, to invite all campus student groups to meet with ISA for the ISAF Proposal Consultation.

We also made a news announcement on BearsDen to invite all student group leaders for consultation.

<i>Date (DD/MM/YYYY)</i>	<i>Organization</i>	<i>Members</i>
15.04.2021	<i>Engineering Students' Society (ESS) - Faculty of Engineering SRA.</i>	<i>ESS President ESS President-Elect ESS VP Student Services</i>
09.05.2021	<i>Interdepartmental Science Students' Society (ISSS)</i>	<i>President-Elect, VP internal</i>
13.04.2021	<i>Augustana Students' Association (ASA) - Augustana Campus SRA</i>	<i>ASA President ASA President-Elect ASA Councillor to UASU ASA International Rep.</i>
16.04.2021	<i>Business Students' Association (BSA)</i>	<i>VP Internal</i>
03.05.2021	<i>Association des universitaires de la Faculté Saint-Jean (AUFJSJ)</i>	<i>President and VPs</i>
29.04.2021	<i>Organization for Arts Students and Interdisciplinary Studies (OASIS)</i>	<i>President-Elect, Departing Exec.</i>
April 2021	<i>HUB Community Association (HCA)</i>	<i>President</i>
April 2021	<i>I-House</i>	<i>Co-Facilitator</i>
17.04.2021	<i>Chinese Students and Scholars Association (CSSA)</i>	<i>President</i>
17.04.2021	<i>Indian Students' Association (INDSA)</i>	<i>President</i>
06.05.2021	<i>Pakistani Students' Association (PSA)</i>	<i>President</i>
17.05.2021	<i>Muslim Students' Association (MSA)</i>	<i>President</i>
15.04.2021	<i>Black Students' Association (UABSA)</i>	<i>President</i>
28.06.2021	<i>East Asian Studies Undergraduate Association - KGK</i>	<i>President and Vice President</i>
29.06.2021	<i>Ukrainian Students' Society (USS)</i>	<i>President</i>

ISA SRA Fee Town Hall



ISA invites you to join our Town Hall to discuss the ISA SRA Fee.



25 May 5-6 PM MDT
Fill Survey: isa.ualberta.ca/survey

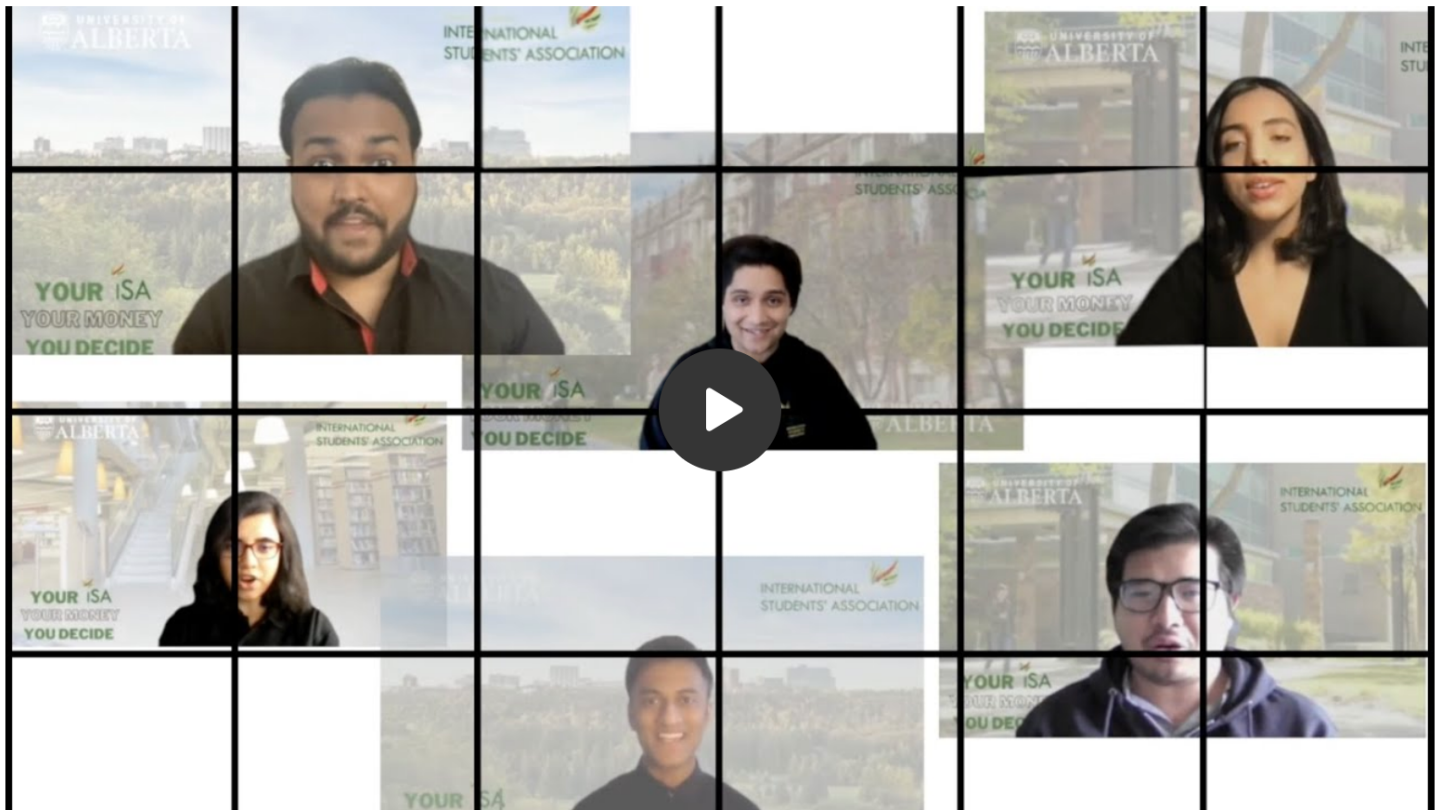


Townhall

The ISA hosted a Public Town Hall on May 25, 5-6pm. The proposal was publicly presented to the international students and we engaged in direct/public consultation with the students.

The Town Hall was live-streamed on the ISA Social Media. The Gateway also regarding our Town Hall. During the Town Hall, the ISA asked all the participants to fill our survey to better understand the opinions of the participants at the Town Hall.

The ISA ensured that the questions asked during the Town Hall were answered, thus we sent the response document to all participants to answer the questions. While the anonymous nature of engagement tools used in the Town Hall was great for consultation but they led to their own challenges, such as few individuals trying to shape or present their personal opinion as public opinions, thus our survey data collected during the Town Hall adequately demonstrates the opinion of the students present in the Town Hall.



Final Survey

*The ISA sent a final Survey to the students in June, this survey has **248 students** as participants. The ISA conducted the survey over a period of a month, to give adequate time to students to fill the survey. The Survey was also emailed to all international students on June 11, to ensure that survey reached our entire constituency. The ISA Referendum Task Force also made a 2 min video to encourage students to fill the survey. The survey has an ISA Branded Jacket and Gift Cards as rewards for students to fill it.*

As approx 61% of international students are from China, thus the ISA worked with the Chinese Students and Scholars Association (CSSA), the UofA's largest Chinese student group, to ensure that survey was translated into Mandarin and shared with students from China over WeChat. We did everything possible to make our Survey reach our constituency.

Most Faculty Associations were also contacted to share the survey with their membership via newsletters. Survey Data was released by ISA on its Website and is also used in this proposal to demonstrate a strong student support for ISAF.

The screenshot shows a Google Docs document titled "Meeting Minutes" dated August 12, 2021. The document contains a section for "TRADITIONAL TERRITORIAL ACKNOWLEDGEMENT" and "1. INTRODUCTIONS" with a sub-section "a. Attendance". A table lists committee members and their attendance status. To the right, a Zoom meeting grid shows participants: UA ISA, Chanpreet Singh, Fatima Alsakka, Tengyun Hu, Monica, Natalie Hanas, Benika Jane, Dave Konrad (he/him), Dhir Bid, and Deep Rajani.

Date: August 12, 2021

Meeting Minutes

TRADITIONAL TERRITORIAL ACKNOWLEDGEMENT

"The University of Alberta International Students' Association acknowledges that we are located on Treaty 6 territory, and respects the histories, languages, and cultures of First Nations, Métis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community."

1. INTRODUCTIONS

a. Attendance

Committee Members	Yes/No/Vacant
Chair, ISA Vice President External - Gurbani	
ISA President - Chanpreet	
Board of Governors Undergraduate Rep - Dave	
ISA VP Finance - Dhir	
ISA VP Students Life - Safwan/Nikita	
Black Graduate Students' Association (BGSA) Rep - Kufre	
Chinese Students and Scholars Association (CSSA) Rep- Tengyun	
Black Students' Association (UABSA) Rep - Gina	

Committee on International Students' Affairs (CoISA)

The ISA presented the final proposal to its Committee on International Students' Affairs (CoISA) on Aug 12, 2021 to consult and take feedback on all changes made to the proposal after the one-on-one stakeholder meetings. Committee members were requested to take the changes back to their association and provide feedback.

ISA also asked its members to reach out to all the individuals, stakeholders or associations whom we ever consulted, to inform them about the changes made to the proposal after the meeting and take final feedback.

UPDATE

INTERNATIONAL STUDENTS' ASSOCIATION FEE (ISAF)



ISAF proposal has been changed!
Check out: isa.ualberta.ca/isaf

WE INVITE YOU TO SHARE YOUR
THOUGHTS WITH US!

ISAF Update

Based on your feedback and logistics the ISAF Proposal has been updated, key updates:

- 1) Renewal Timeline Reduced - 3 yr
- 2) Fee - 6\$ uniform rate for all full-time intn'l students on all campuses.
- 3) Opt-outs - Full or no opt-outs only. The partial opt-outs have been removed due to logistical challenges.

All programs and services shall stay the same. Augustana and Campus Saint-Jean students shall have dedicated programming to compensate for the services they are not able to access.

Check out and provide
Feedback!

Mass Email to all 4,800 undergrad intn'l students.

The ISA sent a mass email to all 4,800 undergrad international students on Aug 11, 2021 to make sure that students get a final chance to provide feedback on the changes made by the ISA. We clearly outlined all the changes and also provided more information on our website.

Few students reached out to the ISA with board honorarium concerns and thus the ISA decided to remove the board honorariums from its proposal.

We also used our social media presence to spread the information about all the changes made as the result of the survey and SU Council consultation.

ISA 2021/2022

Thank you

INTERNATIONAL
STUDENTS'
ASSOCIATION



Feel free to reach out at isa.external@ualberta.ca
or isa.finance@ualberta.ca for any query or
clarification.





APPENDIX

Note: All items in the appendix are subject to change over time and thus are not considered as a part of this proposal.

- ISAF Undergraduate Survey Response Report
- ISA Bylaws and Policies
- Implementation plan and predicted budget.
- Links



INTERNATIONAL STUDENTS' ASSOCIATION

Date: Aug 11, 2021

Referendum Task Force
Office of the President

[ISAF Undergraduate Survey Response](#)

Steps taken by ISA to encourage students to fill the survey:

- Email to all 4,800 undergraduate international students ([link](#))
- Timeline: 1 month period for students to fill the survey.
- Created an easy URL for survey, isa.ualberta.ca/survey (link no longer work as survey concluded)
- 2 min Promo Video created to encourage students ([Link](#))
- Prizes: ISA Branded Jacket and gift cards ([Link](#))
- Translation: We translated survey to Mandarin (for student from China) and shared it over WeChat via CSSA ([Link](#))
- Most Faculty Associations were also contacted to share the survey with their membership via newsletters.
- Hosted a TownHall and encouraged students in town hall to fill the survey by keeping a 5 min survey filling break. ([Link](#))

Net Participants: 248 respondents for 4,800 undergraduate international students

Last Year Fee related Survey Comparison:

- 2020 OASIS FAMF Survey : 234 for [6,050](#) arts undergrad students
- 2020 ESS FAMF Survey : 185 for [4,627](#) eng undergrad students

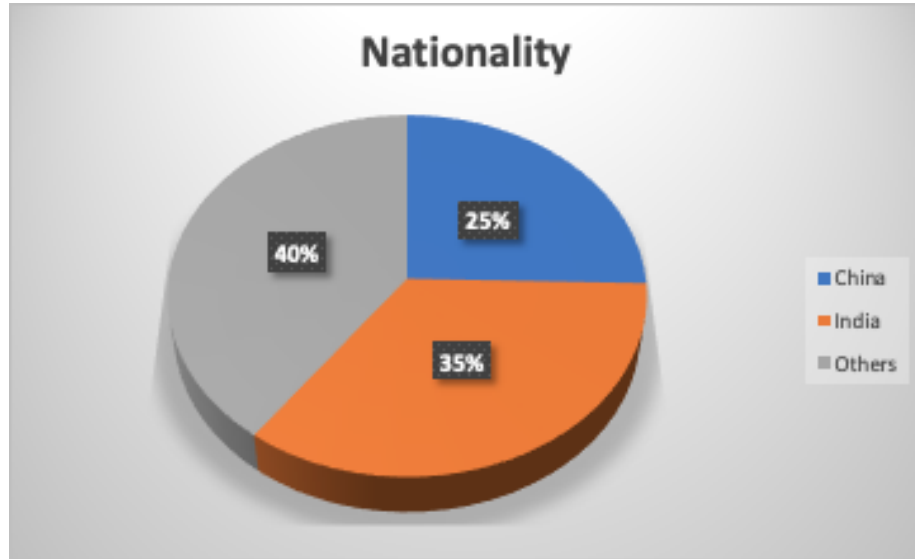
Few of the recent SU Surveys:

Undergraduate students in 2020/2021 - 30,341 Full Time, 2,769 part time - 33,110 net.

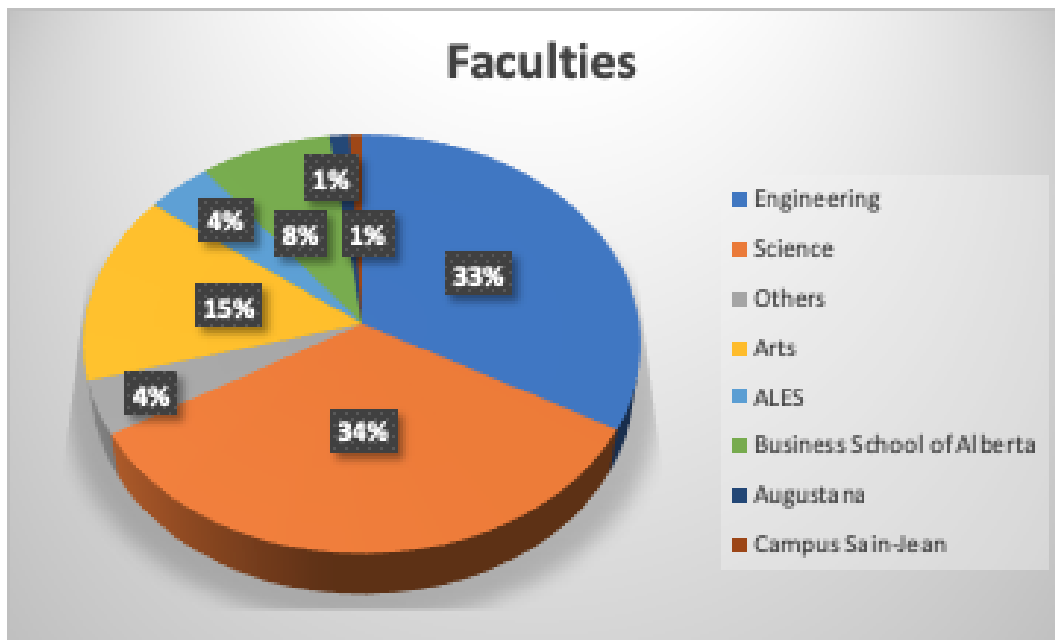
- [EDI and Student Supports Survey](#) (April 18, 2021) - 224 respondents
- [Returning to Campus](#) (April 30, 2021) - 751 respondents
- [SU 2020 Annual Survey Report](#) (April 2021) - 3125 respondents
- [Academic Integrity Survey](#) (March 3, 2021) - 637 respondents
- [Brain Drain and Food Insecurity Survey](#) (Feb 9, 2021) - 559 respondents
- [Three UASU Perks Surveys](#) (Jan 12, 2020) - first survey there were 625 responses. For the second survey there were 657 responses, and for the last survey there were 702.

Conclusion: Our survey respondents should be sufficient compared to the survey respondents of the other SRA Fee proposals and the Students Union general surveys. Also, we did everything that we could, to get more respondents and there was nothing left that we could have done in addition.

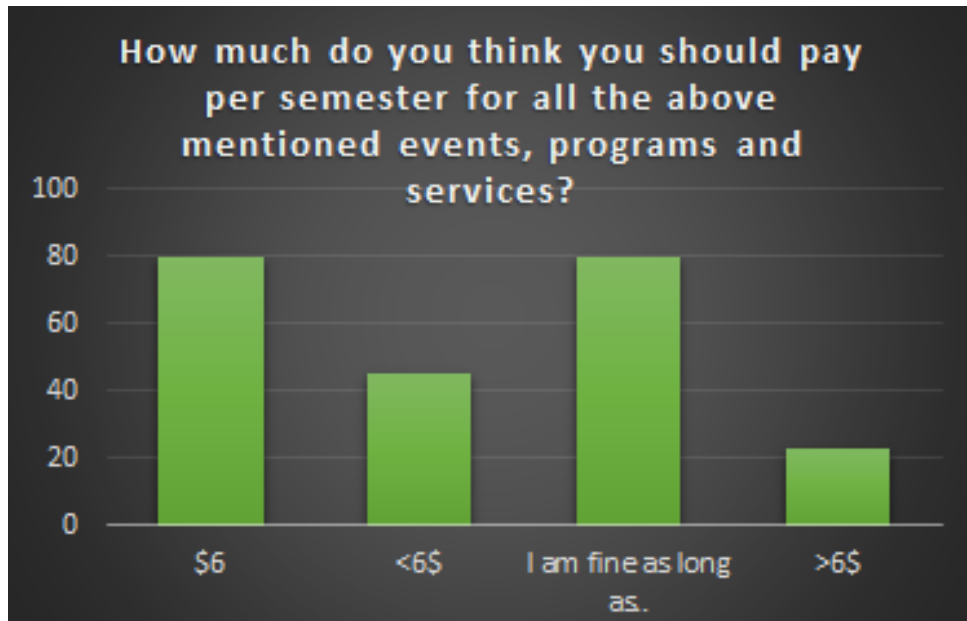
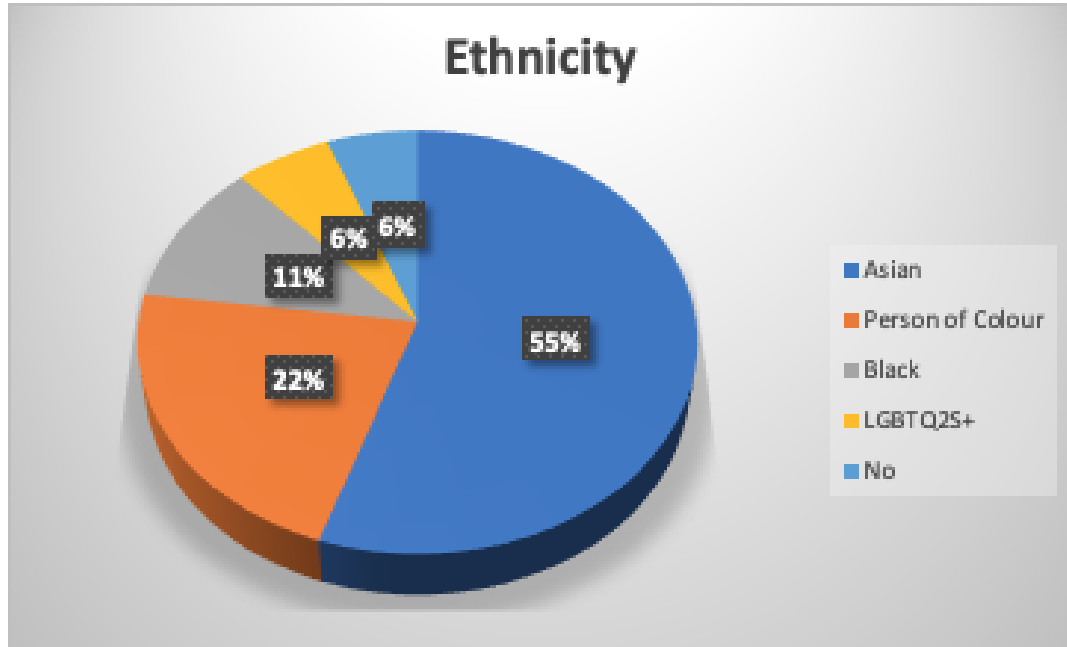
INTERNATIONAL STUDENTS' ASSOCIATION



Others include: Rwanda, Vietnam, Hong Kong, Netherlands, Trinidad, Uganda, South Korea, Jordan, Philippines, Thailand, Japan, Taiwan, Ghana, Denmark, Qatar, Cameroon, Nepal, Malaysia, Venezuela, Ivory Coast, Australia, Zimbabwe, Kenya, Mexico, Indonesia, Pakistan, Mauritius, Egypt, Nigeria, Ethiopia, Peru, Iran, Brunei, Tanzania, USA, Ecuador, Bangladesh, Sri Lanka.



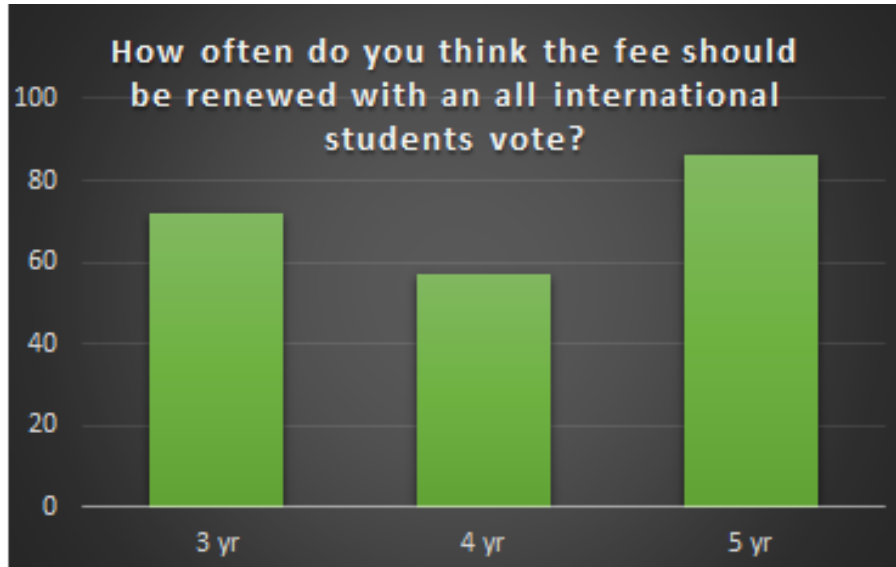
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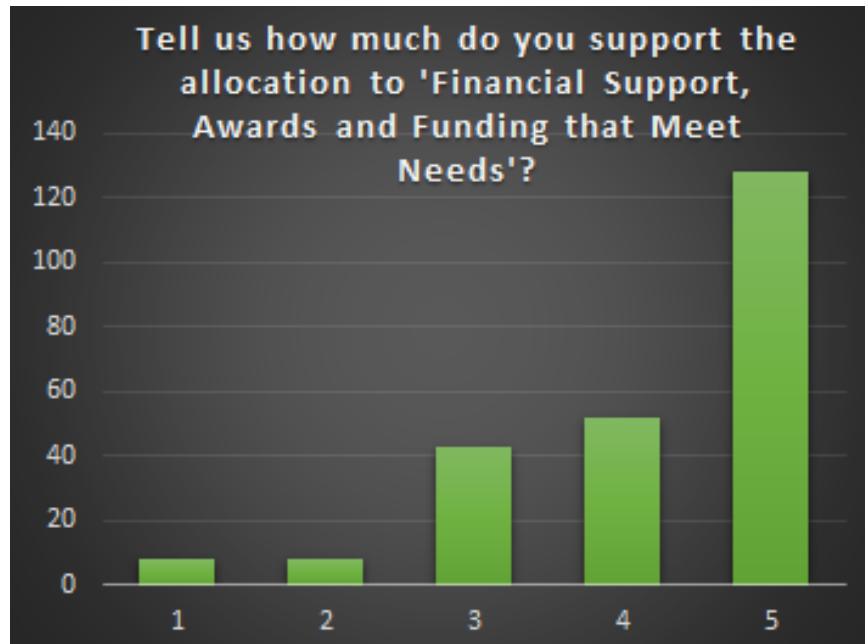
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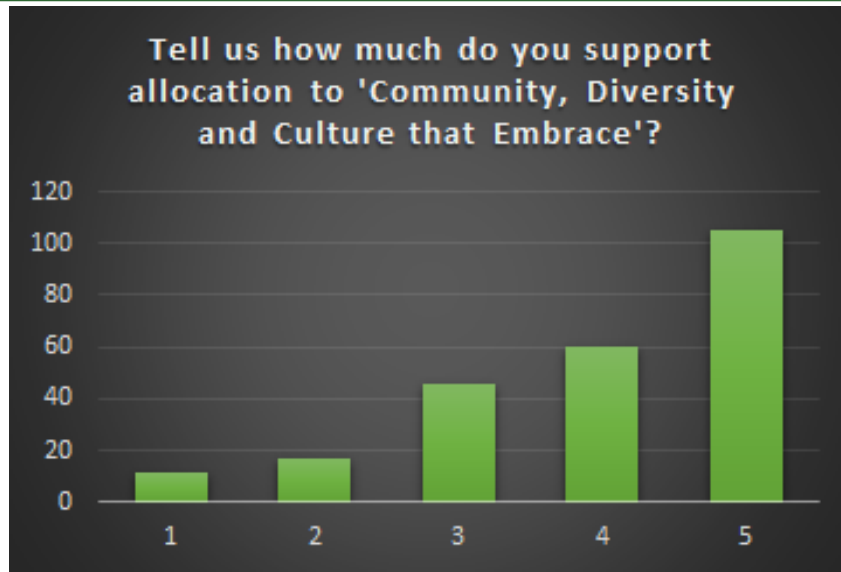
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University of Alberta

INTERNATIONAL STUDENTS' ASSOCIATION





ISAF
Survey Result
More detailed data.

Aug 11, 2021



INTERNATIONAL STUDENTS' ASSOCIATION

Bylaw 700 – A Bylaw respecting Finances (Draft)

- a) Fiscal Timelines: The ISA fiscal year runs from May 1 to April 30.
- b) Budgets
 - i) The Vice President Finance is responsible for creating and presenting the upcoming fiscal year's budget to the council for approval prior to Sep.
 - (1) The revenue generated due to the membership fee of a particular council shall be budgeted and approved by the respective council.
 - ii) The Vice President Finance shall be responsible for managing the budget, expenses, documentation and reimbursements.
 - iii) Funds, Awards or grants received by the ISA shall be budgeted as per the requirements or criterias submitted to the donor/provider and shall be considered as a supplementary amount to the fiscal budget that shall be allocated by the Board.
- c) Expenses, Changes and Reimbursements
 - i) The ISA shall create policies related to the mechanism of bearing expenses, changes to budget, and process for reimbursements.
 - ii) Additional policies shall be created as required by the association to account for usage of different platforms.
- d) Records and Reports
 - i) The Finance department shall keep proof of all transactions such as receipt and financial documentation of the association for a minimum of seven (7) years.
- e) Accountability
 - i) The financial statements of the association shall be presented to the councils every semester and to the board every month.
 - (1) All expenses made by the board members shall be reported to the board in the next board meeting.
 - ii) The ISA shall submit its audited annual financial statements to the University of Alberta Students' Union (UASU) as per UASU Bylaw 8200 and within one month to the provincial registry as per Societies Act at the end of the Fiscal year.
 - iii) The members of the board, and councils, shall have the right to request for any information/documentation related to finances of the association.
 - iv) General Members of the association shall be eligible to access the budget and audit statements of the association upon request.



INTERNATIONAL STUDENTS' ASSOCIATION

ISA Policies

B.8: Expense/Reimbursement Policy

- 1) The Finance Department of ISA shall manage all the expenses and reimbursements.
- 2) Approval Mechanism:
 - a) Through Council:
 - i) The Finance department prepares an annual budget that shall account for all general and planned expenses for the year.
 - ii) Council and the board shall approve the annual budget prior to Sep thus pre-approving all the accounted expenses in the budget.
 - iii) Each board member shall contact the finance department to discuss the expense mechanism and the expense shall be made accordingly upon joint approval of the President and Vice President Finance.
 - b) Through Board:
 - i) The Board member shall reach out to the Vice President Finance to discuss all expenses which are not accounted for in the annual budget.
 - ii) The board member and the Vice President Finance shall move a motion in the board for such expenses along with the expense mechanism.
 - iii) Upon approval, the expense shall be made.
 - iv) Board member shall contact the finance department to discuss the expense mechanism and the expense shall be made accordingly upon joint approval of the President and Vice President Finance.
 - c) Contingency funds shall also be approved along with most expenses and be reported to the board.
 - i) Usage of contingency fund shall require approval from the President and Vice President Finance.
 - d) Approval/amendments Limits:
 - i) Changes to any allocation (line number expense) of the annual budget over 20% shall require council approval and under 20% shall be approved by the board.
 - ii) Contingency funds shall be used to cover unexpected expenses.
 - iii) Board can approve an unaccounted expense under B8.2.b for upto a maximum of 1000 CAD or 5% of the annual budget, whichever is first.
- 3) Expense Mechanism:
 - a) Board members make the purchase and submit reimbursement requests.
 - b) Finance department directly makes the purchase.
 - c) ISA Expense Card is allocated with the required fund to make the purchase.
- 4) Reimbursement Mechanism:



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INTERNATIONAL STUDENTS' ASSOCIATION

- a) The board member shall fill the ISA Reimbursement form on ISA website or eclass by submitting the receipt or acceptable proof of the expense.
 - b) The reimbursement request needs to be made within 7 days of the expense being made
 - c) The Finance department shall process the reimbursement and reimburse the board member within 7 days of receiving the request.
- 5) ISAF Opt-outs
- a) The Finance Department shall handle all the opt-out requests received by the ISA in accordance with the ISAF Policy.



INTERNATIONAL STUDENTS' ASSOCIATION

B.9: Financial Accounting, wave, journal and audit policy

- 1) The ISA shall use the wave platform for all its accounting and auditing purposes.
- 2) Wave Usage:
 - a) Each income and expense shall be accounted for in the wave as appropriately.
 - i) Proofs of expense and income shall also be attached to transactions in the wave.
- 3) Journal Usage:
 - a) Journal shall be the platform used to add funds into the Expense Cards of the ISA.
 - i) The President and Vice President shall have expense cards with a limit of 200 CAD for contingency funds.
 - ii) Vice President Finance shall create virtual cards with funds needed for the board members to make the purchase.
 - iii) Vice President Finance and President shall jointly approve every amount being added to the journal account.
 - (1) Amounts to the journal account shall only be added when an expense is approved, and the purchase needs to be made.
 - (a) The journal account needs to be zero all other times.
- 4) Cross-checks:
 - a) The wave platform at all times must be able to indicate the accurate financial standing of the association.
 - b) Wave and journal account joint balance shall be equal to the ISA Bank account balance at all given times.
 - c) Any abnormality shall be reported to the board immediately and be resolved under the supervision of the board.
- 5) Accountability:
 - a) Every week, the Vice President Finance shall share a report on all the expenses made by any board member.
 - b) Every month, the Finance Department shall share the financial standing of the association with the board.
 - c) Every semester, the Finance department shall share the financial standing of the association with the Council.
 - d) The members of the board shall have the right to request for any information/documentation related to finances of the association.
 - i) Transparency credentials
 - (1) The Finance Department shall provide members of board with view only credentials to ISA Bank account, wave and journal account at all time thus enabling surprise cross checks by anyone in the association's governance.
 - e) General Members of the association shall be eligible to access the budget and audit statements of the association upon request.



University of Alberta

INTERNATIONAL STUDENTS' ASSOCIATION

- i) The Financial Statements and Audits shall be presented to general members at the Annual General Meeting.
- f) The President and Vice President only shall have access to ISA Bank Account, Journal and Wave platform.
- g) Every trimester the ISA Vice President Finance shall submit ISA Audit report to the UASU Audit committee or as per the applicable provisions of UASU Bylaw 8200.



INTERNATIONAL STUDENTS' ASSOCIATION

B10: ISAF Policy (Draft)

1) Relevant section of Proposal to Students' Council regarding ISAF:

a) Fee:

- i) *Each full-time international student on all university campuses will be paying \$6.00 per semester.*
- ii) *Part-time international students will be paying 50% of the full-time fee being charged.*
- iii) *Off-campus (such as Co-op students) or special status international students will pay \$0.00 per term.*

b) Scope:

- i) *The ISA SRA Fee will be implemented from the Fall 2022 Term and up until and including the Spring/Summer 2025 Term. The Fee shall be charged to every full-time and part-time international student on all University of Alberta campuses. An international student is defined as a University of Alberta student who pays the international student's tuition fee and/or is on a study permit in Canada. The fee is charged differently according to the academic status, term and campus, due to the availability of services to the students based on those parameters.*

c) Opt Out

- i) *To receive reimbursement from ISA, for the ISAF, a student must fill out the opt-out form on the ISA website (isa.ualberta.ca/opt-out).*
- ii) *A student is only eligible if they have paid the ISAF as part of their tuition fees, as collected by the Registrar's Office and the Students' Union. The SRA fee is a voluntary fee and filling out this form is the only way to opt-out of payment.*
- iii) *International students shall be able to fully opt-out of the fee within the first two weeks of the semester. The Students shall not be eligible to access the services/program upon opting out.*
- iv) *The ISA shall reimburse the student within thirty (30) days of receiving the opt-out form. This time frame shall only change due to unpredictable or other reasonable circumstances.*

d) Financial Oversight



INTERNATIONAL STUDENTS' ASSOCIATION

i) *The fee shall be bound to the financial reporting to the Student Union, as per the University of Alberta Student Union Financial Reporting Guidelines. This includes ongoing financial reporting by the ISA Vice President Finance and a yearly independent audit; a statement of the audit and budget be submitted to ISA Undergraduate Council for full oversight and transparency. The Budget and audit statements shall be available to international students on request and also be presented to the international students in the Annual General Meeting (AGM). Every transaction shall be approved jointly by the ISA President and the Vice President Finance along with an ongoing regular reporting to the Board.*

e) Allocation

<i>Allocation</i>	<i>Value</i>	<i>Description</i>	<i>Amount</i>
<i>Communication, Outreach and Advocacy</i>	<i>that Connects</i>	<i>For the ISA to use in effectively advocating, reaching out to the international student population on all five campuses, fund communication tools and welcome booklets.</i>	<i>10%</i>
<i>Support, Awards and Funding</i>	<i>that Meet Needs</i>	<i>For the ISA to use in the form of awards and prizes. The ISA will use it to create a Community Engagement Recognition Awards program and a Last Resort Funding program.</i>	<i>20%</i>
<i>Services, Events and Programs</i>	<i>that Matter</i>	<i>For the ISA to use as funding for programs and services that are beneficial to all international students such as the ICard initiative. The Affordable Campus Food Program shall play a vital role in solving food insecurity on campus.</i>	<i>30%</i>
<i>Community, Diversity and Culture</i>	<i>that Embrace</i>	<i>For allocation to regional and BIPOC student groups and promotion of diverse, and cultural events. ISA shall also use funds for hosting welcome activities.</i>	<i>15%</i>



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<i>Health/Wellness and Professional Development</i>	<i>that Helps</i>	<i>For the ISA to cover the costs of health/wellness and professional development services and programs</i>	<i>10%</i>
<i>Your ISA</i>	<i>that Stands by You!</i>	<i>For the ISA to cover its operational costs and provide international students with a hub on campus.</i>	<i>15%</i>

2) Changes or deviations:

a) Students' Council

- i) The Student's Council can only decrease the fee or renewal timeline (8200.8.1). Student's Council can also change the proportion of fee among the six (6) allocations as per UASU Bylaw 8200.

b) ISA Council

- i) The Undergraduate Council can make any changes to the distribution of funds within any allocation category.
- ii) New programs could be introduced as long as they follow the mandate/value of the allocations.

c) ISA Board

- i) The board could make any change to the amount usage allocated by the undergraduate council for a specific program.

d) ISA Board and Council shall also be able to make changes as per the ISA Policy B.8) 2.

3) This policy shall always be subject to changes caused in the UASU Bylaw 8200.



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C.3: Sponsorship/Marketing Policy

- 1) ISA shall approve the annual sponsorship/marketing package prior to July along with the draft price list.
 - a) The package and pricing shall be confidential, thus shared only with the sponsors and not be available to general members. This enables ISA to ensure competitive pricing and charge as per the sponsor's previous history and affiliation with the ISA.
- 2) Risk Assessment:
 - a) The ISA shall not sign any agreement/partnership/contract/MoU with any sponsor/organization for a period longer than next April 31. Thus the ISA cannot commit on behalf of future Execs of the association or shall bond them.
 - i) An extension of 12 months can be granted by the Council at its discretion.
 - b) Vice President Finance is responsible for assessing the risk associated with any sponsor.
 - i) Vice President Finance is responsible for background checking of the sponsor.
 - c) All communications with sponsors shall be ideally conducted over official Email IDs and meetings shall be recorded with consent of all members.
 - d) ISA shall ideally follow a system of invoice for the sponsorship/marketing services that it provides to its sponsors, thus limiting the signing of contracts or agreements.
 - i) All contracts or agreements with an expiration or termination within the term of execs (before April 31) shall be signed only with approval of the board.
- 3) Sponsorship handling:
 - a) The Vice President shall handle the fulfillment of any invoice or deal completely and not redirect the sponsor to another department.
 - i) Direct point of contact of the sponsor always has to be the Finance department.
 - b) Every meeting with the sponsors needs to be attended by a minimum of two individuals from ISA with consent of the Vice President Finance.
- 4) Every member of the finance department needs to complete the mandatory SGS and ISA Finance training.
- 5) ICard and Food Stall vendors shall not be subject to this policy.
- 6) Community Welfare Marketing
 - a) ISA shall provide exceptional discounts or not charge to student groups or companies providing essential services to international students.
 - b) The board shall classify student groups or companies in community welfare marketing category at its discretion for a maximum of board members tenure (until April 31).
 - i) The Councils shall however classify any organization into community welfare marketing for a maximum of three (3) years.
- 7) Moral responsibility:
 - a) ISA shall only provide sponsorship/marketing services to sponsors and NOT recommend any product or service of a sponsor.



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- b) ISA shall ensure that sponsor is fully vetted and students are not exposed to any fraud.
 - c) Any service or product deemed potentially dangerous or not in the best interest of students shall not be promoted or marketed by the ISA.



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Predicted Budget

Source	Fee	Semester	Students	Amount
ISAF - Full Time	6	2	4800	57600
ISAF - Part Time	3	2	1000	6000
UAI - Based on ISA's Annual Submission				5000
SGS - General Grant by UASU				2000
			Revenue	70600
Possible Revenue				
Sponsorship and marketing (Highly Fluctuation)				7000
Additional Grants and Funding				2000



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	Predicted ISAF Usage - Expense			
Allocation	Sub Division	Amount	Adjustments Indicator	Allocation Total
<i>Communication, Outreach and Advocacy</i>	<i>Welcome Booklet</i>	4200	Increase	
	<i>Advocacy and Awareness Fund</i>	1250	Stable	
	<i>Gateway/Campus Voice Initiative</i>	300	Stable	5750
<i>Support, Awards and Funding</i>	<i>Community Engagement Recognition Awards</i>	5700	Stable	
	<i>Last Resort Funding</i>	5700	Increase	11400
<i>Services, Events and Programs</i>	<i>International Student's Benefit Card (ICard)</i>	5200	Stable	
	<i>Food stall program</i>	8000	Stable	
	<i>Events</i>	4000	Increase	17200
<i>Community, Diversity and Culture</i>	<i>Community Support Fund</i>	6000	Increase	
	<i>Student Events Program</i>	800	Stable	
	<i>Welcome Services</i>	4000	Stable	10800
<i>Health/Wellness and Professional Development</i>	<i>Mental Health/Wellness Program</i>	2500	Increase	
	<i>Professional Development Program</i>	3500	Increase	6000



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<i>Your ISA</i>	<i>Volunteer Appreciation Program including Board Honorariums and Food Costs for Board & Council</i>	5000	Stable	
	<i>Insurance</i>	2500	Stable	
	<i>International Students' Hub</i>	900	Increase	
	<i>Cost of Elections</i>	500	Stable	8900
			Total:	60050

Headcount by RO: Provided by UASU						
Academic Career	Academic Year	Term Season				Grand Total
		Fall	Winter	Spring	Summer	
Undergraduate	2020-21	4,834	4,611	1,875	1,149	12,469
	2019-20	4,864	4,564	2,303	1,609	13,340
	2018-19	4,733	4,479	1,954	1,141	12,307
Graduate	2020-21	3,028	3,148	2,339	2,282	10,797
	2019-20	3,274	3,180	2,494	2,451	11,399
	2018-19	2,947	2,858	2,409	2,325	10,539



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Headcount : Provided by UAI						
	2020-21 Headcount by Level			2020-21 Share of Total of Level		
Faculty	Undergraduate	Graduate	Total	Undergraduate	Graduate	Total
Agric, Life & Environ Sciences	287	245	532	5.90%	8.10%	6.70%
Arts	1,254	249	1,503	25.79%	8.20%	19.00%
Augustana Faculty	169	-	169	3.48%	0.00%	2.10%
Business	465	287	752	9.56%	9.50%	9.50%
Education	19	67	86	0.39%	2.20%	1.10%
Engineering	1,000	1,149	2,149	20.57%	37.90%	27.20%
Faculté Saint-Jean	40	1	41	0.82%	0.00%	0.50%
Faculty of Native Studies	4	-	4	0.08%	0.00%	0.10%
Kinesiology, Sport, & Rec	40	22	62	0.82%	0.70%	0.80%
Law	2	2	4	0.04%	0.10%	0.10%
Medicine and Dentistry	2	177	179	0.04%	5.80%	2.30%
Nursing	25	37	62	0.51%	1.20%	0.80%
Pharmacy & Pharmaceutical Sci	12	23	35	0.25%	0.80%	0.40%
Public Health	-	61	61	0.00%	2.00%	0.80%
Rehabilitation Medicine	-	31	31	0.00%	1.00%	0.40%
Science	1,455	667	2,122	29.93%	22.00%	26.90%
Undeclared	88	10	98	1.81%	0.30%	1.20%
Totals	4,862	3,028	7,890	100.00%	100.00%	100.00%



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Implementation Plan

ISA Infrastructure: ISA has seven (7) departments with 130+ directors/coordinators in total. The following table shall provide more clarity in the implementation of the Fee and ISA's ability to deliver the promises made via the fee.

<i>Program</i>	<i>Current Form</i>	<i>Fee Usage</i>	<i>Department</i>	<i>Timeline</i>
<i>Welcome Booklet</i>	<u>Digital Welcome booklet</u> is being released annually.	<i>The Fee shall enable us to print the booklet and provide it to the students.</i>	<i>Department of Communications</i>	<i>June-Aug</i>
<i>Awareness and Advocacy Fund</i>	<i>All communication s platforms are temporarily funded by the UAI until ISAF is implemented as per our mutual agreement.</i>	<i>ISA will be able to fund all communication platforms independently. This shall also help ISA to be more self reliant in its operations and not be bond by a University Department support.</i>	<i>Department of Finance makes all expenses for other departments to use the tools.</i>	<i>May</i>
<i>Gateway/Campus Voice Initiative</i>	<u>ISA is releasing 2-3 articles every semester.</u>	<i>Fee shall enable us to produce more quality content by better training our journalists. Also releasing an article biweekly.</i>	<i>Department of Communications</i>	<i>Year round with exception to spring/summer</i>
<i>Community Engagement Recognition Award</i>	<i>ISA annually announce awardees of the <u>"ISA Salute"</u> online.</i>	<i>More appreciation awards could be created for students. Physical Awards could be given with some monetary</i>	<i>Committee on International Students' Affairs (CoISA) shall manage this</i>	<i>Award applications shall be open during</i>



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		<i>value in an in-person event.</i>	<i>program.</i>	<i>Fall. Awards shall be given in April.</i>
<i>Last Resort Funding</i>	<i>None</i>	<i>RO and UAI will let ISA know every Fall about 2-3 students in need.</i>	<i>CoISA will oversee and the Department of Finance shall process.</i>	<i>August</i>
<i>Events</i>	<i>Multiple Online Events</i>	<i>Could do multiple in-person events.</i>	<i>Department of Student Life</i>	<i>Year round</i>
<i>Food Stall Program</i>	<i>A basic version shall be launched this Sep.</i>	<i>The fee shall help in subsidizing a few food items. Expand the food options. Provide a more large scale and well established food stall. Provide benefits/incentives to the students volunteering.</i>	<i>Department of Internal Affairs and Finance.</i>	<i>Every Fall and Winter.</i>
<i>ICard Program</i>	<i>A sticker on ONECard basic version shall be launched this Sep.</i>	<i>Help ISA to fund a few discounts for initial days to show the positive contribution of the program to the vendors business. Provide a physical card with barcode and trackability feature. Overall help in expanding the program thus enabling more discounts and saving.</i>	<i>Department of Internal Affairs.</i>	<i>Year round.</i>
<i>Community Support Fund</i>	<i>None</i>	<i>Provide financial support for BIPOC, regional and cultural</i>	<i>External Affair Department shall annually create</i>	<i>Every July CoISA shall be</i>



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		<i>groups to host events and for their operations.</i>	<i>CoISA, and run its operations. CoISA shall decide and implement the Community Support Fund.</i>	<i>made, and in Fall/winter the funding shall be allocated.</i>
<i>Student Events Program</i>	<i>None</i>	<i>Accept student event proposals, include them in the annual events calendar and host them.</i>	<i>Department of Student Life</i>	<i>July and August</i>
<i>Welcome Services</i>	<i>Tabling in UAI's Campus Check-in</i>	<i>Be able to host a full or half day engagement event to welcome new students and help them adapt to university and new country.</i>	<i>Internal and SL Department.</i>	<i>Aug end and first week of Sep</i>
<i>Mental Health/Wellness Program</i>	<i>Occasional based as per student needs.</i>	<i>Permanent and large scale programs that shall grow over years.</i>	<i>Department of Academic Affairs</i>	<i>Year round</i>
<i>Professional Development Programs</i>	<i>Occasional based as per student needs.</i>	<i>Permanent and large scale programs that shall grow over years.</i>	<i>Department of Academic Affairs</i>	<i>Year round</i>



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Links

[Demo Opt-out page](#)

[Welcome booklet](#)

[Gateway/ISA Collab](#)

[Food Bank presentation to UASU Council](#)

[New Student Welcome Program](#)

[Dean of Students Insurance Requirement](#)

[Official ISAF Page](#)

[SGS Newsletter announcement for consultation](#)

[Town hall Youtube video](#)

[Gateway Article on Town Hall](#)

[Responses to Town Hall questions](#)

[Town Hall survey result](#)

[Mass Email Encouraging students to fill final survey](#)

[2-min ISA Promo Video to encourage students to fill final survey](#)

[Survey in Mandarin shared over WeChat](#)

[Mass email to announce changes and request for final feedback.](#)

[ISAF participants demographic related information release.](#)