



## **Tripartite Agreement for the Student Refugee Program**

**This document is an agreement between the 3 parties involved in the Student Refugee Program (SRP) sponsorship:  
WUSC National Office, WUSC Local Committee sponsoring group, and the SRP student.**

### **PURPOSE OF THE SRP:**

To provide opportunities for refugee youth to access resettlement and pursue higher education in Canada. The SRP's youth-to-youth sponsorship model aims to provide a positive integration process for SRP students, and engage students at Canadian institutions on global issues, helping to create welcoming communities for newcomers.

### **PURPOSE OF THIS AGREEMENT:**

For the parties involved in the SRP to: have a common understanding of and agree to their respective roles and responsibilities; inform and support the integration process for the SRP student; and for each stakeholder to have a positive and enriching experience grounded in clear expectations.

WUSC is a multicultural organization of people with diverse backgrounds, ethnic origins, migration statuses, political beliefs, religious faiths, genders, ages, sexual orientations and identities and physical abilities. All stakeholders are expected to respect others and strive to overcome any personal biases or blind spots in their treatment of others.

### **THE STAKEHOLDERS:**

- A. **The SRP student:** Eligible refugees selected for the SRP who are approved for resettlement under Canada's Private Sponsorship of Refugees Program by Canadian immigration authorities, are successfully matched and receive admissions to a Canadian college, university, or CEGEP, and are in their 12 month sponsorship period.
- B. **WUSC Local Committee sponsoring group** (herein referred to as the "sponsoring group"): The group responsible for SRP students' integration and expenses. The sponsoring group is legally known as a "Constituent Group" under the authorization of WUSC, as per the refugee sponsorship agreements (IMM 5737) that sponsors sign with the Government of Canada. This sponsoring group can consist of a smaller group of members within a Local Committee, and includes anyone at your institution who is listed on the Intent to Sponsor form or provides direct support to any of the listed sponsorship responsibilities.
- C. **WUSC National Office:** World University Service of Canada (WUSC) is the nationally-based organization that delivers the SRP as the [Sponsorship Agreement Holder \(SAH\)](#).



## **ROLES AND RESPONSIBILITIES**

### **The SRP student**

*SRP students enjoy the rights and responsibilities of Canadian Permanent Residents.  
Canadian laws and rights must be upheld and supersede this document.*

**Upon arrival in Canada until the end of the official sponsorship (12 months),  
the SRP student agrees to:**

#### **Self-reliance:**

- Conduct themselves in accordance with the regional and national laws, and commonly accepted standards of behavior.
- Conduct themselves in a respectful manner in their classroom, community, and towards their Local Committee members and peers.
- Proactively bring forward any serious challenges or concerns that threaten their rights, wellbeing and/or safety including any experiences of sexual harassment, assault or exploitation.
- Comply to the rules and regulations of their living situation such as the institution's dormitory building, homestays and off campus room/apartment rentals.
- Develop job search skills with support from the WUSC Local Committee (resume writing, cover letter writing, interview tips, etc.) and apply for employment opportunities when ready.

#### **Financial:**

- Play an active role and take responsibility for developing and managing their budget in collaboration with the WUSC Local Committee.
- Ask questions if they do not understand their financial situation and be aware that SRP students on different campuses will have different financial arrangements as every Local Committee is different. All Local Committees' budgets comply with the minimum standards set by WUSC and Immigration, Refugee and Citizenship Canada.

#### **Academic:**

- Abide by the academic rules and regulations of their academic institution, including those relating to citing and plagiarism and academic fraud.
- Take their education seriously and do everything in their power to succeed, such as attend classes and seek help when needed.
- Disclose any and all post-secondary courses that they have taken previously in their home country, or in the country of asylum, whether or not the degree was completed. Canadian universities and colleges may consider it academic fraud if it is determined that they have completed or begun post-secondary education that was not disclosed in the Student Profile or SRP application.

**Health and wellbeing:**

- Take a proactive approach towards maintaining their health and wellness by learning about health and wellness, including: mental health resources available on campus and in the community, understanding how to use their provincial health card and Interim Federal Health Program paperwork, and participating in a post-arrival health assessment with a primary healthcare provider.

**Social:**

- Actively participate in opportunities to build their social network and learn about their new community.

**Communication with WUSC:**

- Proactively notify WUSC of any challenges or concerns that might hinder their ability to fulfill the above mentioned expectations.
- Remain connected through regular communication with the WUSC Local Committee (and WUSC National Office program staff as necessary). Participate in any check-ins that are scheduled.
- Complete SRP mid-sponsorship and end-of-sponsorship surveys sent by WUSC.

**WUSC Local Committee sponsoring group**

*As stated above, the “sponsoring group” refers to anyone providing integration support to SRP students, such as students, staff, faculty, higher administrators, and student union representatives.*

**Upon the SRP student’s arrival in Canada until the end of the official sponsorship (12 months), the sponsoring group agrees to:****Self-reliance:**

- Support the SRP student to build self-reliance starting from their arrival and carrying through the sponsorship period using an empowering approach (i.e. doing tasks *with* the student, not *for* them).
- Support the SRP student to submit the appropriate documentation related to their academic requirements and their status in Canada (i.e. Social Insurance Number (SIN), Interim Federal Health Program (IFHP) certificate, student health insurance, provincial health insurance, academic registration, Permanent Resident card, etc.).
- Support SRP student to gain employment by connecting them to services to build their skills (resume writing, cover letter writing, interview tips, etc.) and apply for employment opportunities.



- Inform the SRP student about their housing options after the sponsorship year and help them find affordable off-campus housing and furnish their new accommodation, if applicable.

#### **Financial:**

- Provide financial support to the SRP student as planned in the Intent to Sponsor form and consult with WUSC if the financial situation of the Local Committee or the budget for the sponsorship changes after the submission and approval of the Intent to Sponsor form.
- Help build the financial literacy of the SRP student and personal financial management practices by regularly reviewing their budget with the SRP student in detail so they are aware of the funds they have available to them, the source of these funds, and how they should be best used.
- Ensure SRP the student has a bank account, knows when they will receive their income support, and can access resources available to them on campus or in the community to develop their personal financial literacy.
- Use funds collected (through levy, donations, in kind contributions and waivers) towards SRP sponsorships as expected and communicated to donors.

#### **Academic:**

- Connect the SRP student with academic resources such as the library, tutoring options and the writing centre, especially during midterms and finals.
- Assist the SRP student to understand academic standards and consequences, including citing and plagiarism and academic fraud.
- Arrange a meeting between the SRP student and an academic advisor and other necessary supports to assist the student navigate long-term academic and career planning.
- Assist the student to understand and navigate the technology and software necessary to succeed in the classroom.

#### **Health and wellbeing:**

- Help SRP student navigate the resources available (on and off campus) to support their physical and mental health.
- Support the SRP student to arrange their preliminary medical appointments within the first few months of sponsorship (primary health practitioner, dentist, eye doctor, counsellor, etc.).

#### **Social:**

- Provide opportunities for the SRP student to develop their social network and learn about their new community through clubs, sports, social activities, faith groups, etc.
- Maintain regular and consistent contact with SRP student(s) (at a minimum, once every 2 weeks) to check-in on their social and emotional well-being and integration.



### **Communication with WUSC:**

- Proactively bring forward any serious challenges or concerns that threaten SRP student(s) rights, wellbeing and/or safety, including any experiences of sexual harassment, assault or exploitation to WUSC National Office.
- If they are unable to fulfill their duties, sponsoring group members are responsible for recruiting and training replacements, and connecting them with the WUSC National Office.
- Maintain regular contact with the WUSC National Office regarding the SRP sponsorship.
- Read monthly SRP reminders and share the information with the relevant stakeholders.
- Complete evaluation requests as sent by WUSC.
- Inform WUSC immediately of any changes to the primary contact or sponsoring group members.

### **By signing this document the WUSC Local Committee sponsoring group agrees to:**

1. Fulfill, to the best of your ability, all of the related roles and responsibilities to undertake sponsorship of an SRP student;
2. Follow the values and principles outlined in the SRP Code of Ethics (Annex A);
3. Ensure the SRP student(s) receive funding and support as outlined in the Intent to Sponsor form;
4. Commit to reviewing this agreement with the SRP students after they arrive and support them to sign on;
5. Refer to this agreement on a regular basis and share with new members, and use it (including the Code of Ethics) as a tool to help navigate refugee sponsorship.

### **WUSC National Office**

WUSC is a Sponsorship Agreement Holder (SAH), an incorporated organization that has signed a sponsorship agreement with the Minister of Immigration, Refugees and Citizenship Canada (IRCC) that allows WUSC to sponsor a certain number of refugees each year for resettlement to Canada through the Private Sponsorship of Refugees (PSR) program. SAHs may partner with groups or individuals to sponsor refugees under their agreements. These groups are referred to as Constituent Groups (CGs), or Local Committee sponsoring groups in the SRP model. The role of WUSC as a SAH is to monitor the activities of its CGs to ensure that they fulfill their sponsorship responsibilities. A SAH assumes overall responsibility for the management of sponsorships under its agreement, ensuring the necessary financial resources, expertise and commitment needed to support refugees. The Government of Canada monitors the activities of SAHs and their Constituent Groups, who are accountable to IRCC.

As the organization that holds the Sponsorship Agreements with the Governments of Canada and Quebec, WUSC National Office agrees to:



### **Coordinate SRP and immigration processes**

- Recruit, select, and prepare SRP students who meet the requirements for Canada's Private Sponsorship of Refugees program and who meet the minimum requirements for admission to Canadian post-secondary institutions.
- Act as a liaison between key players involved in the sponsorship/immigration process (Local Committees, IRCC, International Organization for Migration, UNHCR, Canadian High Commissions, countries of asylum, local partners, etc.).
- Coordinate SRP students and the sponsoring group's portions of the immigration process, respectively.
- Assess a sponsoring group's budget and settlement plan (Intent to Sponsor form), and grant them permission to sponsor under WUSC's Sponsorship Agreements.
- Facilitate a matching process linking SRP students to a Canadian post-secondary institution and the sponsoring group at that institution.

### **Sponsorship Oversight**

- Provide organizational assistance, support, advice, expertise, resources, and training to the sponsoring group to help fulfill their sponsorship requirements.
- Maintain regular contact with SRP students and the sponsoring group to provide oversight and guidance as required throughout the 12 month sponsorship period.
- Monitor and evaluate the SRP sponsorship (sponsoring group experiences and the SRP student experiences) through regular communication.
- Maintain regular contact with SRP students throughout the SRP sponsorship period, and offer guidance as required and opportunities for networking within the SRP alumni network.

## **Agreement to the Tripartite**

### **SRP student**

I have read the Tripartite Agreement outlining the roles and responsibilities of the SRP student(s), the Local Committee sponsoring group and the WUSC National Office during the sponsorship, and have read the Code of Ethics. By submitting this email to WUSC, I confirm that I understand the roles and responsibilities of every party and agree to abide by them.

### **Representative for the WUSC Local Committee sponsoring group**

I have read the Tripartite Agreement outlining the roles and responsibilities of the SRP student(s), the Local Committee sponsoring group and the WUSC National Office during the sponsorship, the Code of Ethics, and reviewed them with the entirety of the sponsoring group. By submitting this email to WUSC, I confirm on behalf of the sponsoring group that we understand the roles and responsibilities of every party and agree to abide by them.



## **WUSC National Office**

I have read the Tripartite Agreement outlining the roles and responsibilities of the SRP student(s), the Local Committee sponsoring group and the WUSC National Office during the sponsorship, and have read the Code of Ethics. By submitting this email to WUSC, the representative confirms on behalf of WUSC that we understand the roles and responsibilities of every party and agree to abide by them.

## **APPENDIX**

### **Code of Ethics for Refugee Sponsorship<sup>1</sup>**

The purpose of this Code of Ethics is to guide WUSC Local Committee sponsoring group members in how to engage and support SRP students and ground their approach to making decisions related to the SRP on their campus.

#### **Preamble**

- All refugees have a right to protection and a durable solution. Through sponsorship, we contribute to some refugees securing these rights in Canada.
- Consistent with the purpose of sponsorship which is to fulfill refugees' rights, we commit to respect and promote the dignity and human rights of refugees, particularly those we sponsor.
- Recognizing that there is an inherent power imbalance in the relationship between sponsors and SRP students, we commit to promote the agency of all individuals and the right to self-determination, particularly for those we sponsor.
- We will respect the principle of non-discrimination toward refugees, particularly those we sponsor; that is, we will welcome students of all countries, ethnic backgrounds and religions, gender identities, and sexual orientations.
- We will be mindful of the need for sensitivity in the cross-cultural settings and in the context of the relationship between sponsors and the SRP students.
- A WUSC Local Committee sponsoring group sponsors refugee students because we believe that every individual should have the right to an education and legal status in order to fulfill their potential.
- The WUSC Local Committee sponsoring group sponsor refugees because we believe in contributing to international efforts, and that Canadians have the willingness to foster the educational advancement and provide a genuine durable solution for refugee youth who

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<sup>1</sup> Inspired by the [Code of Ethics developed by the Canadian Council for Refugees](#), last updated September 2020.



have limited or no access to higher education and no durable solutions in countries of asylum.

### **WUSC Local Committee sponsoring group's principles**

1. ***Right to self determination.*** We will respect and support the right of the SRP students to make their own decisions about their lives.
  - We will inform the SRP students of their right to make their own decisions and will ensure that they are informed regarding their legal rights in Canada as well as their civil responsibilities toward the law in force in Canada.
  - We will provide the SRP students with relevant information so that they can make informed choices.
  - We will support the SRP students in managing their own finances and budgets, while developing personal budgeting skills.
  - We will support the SRP students in progressively gaining confidence in making their own decisions as they familiarize themselves with Canadian society.
  - We will refrain from making judgments about choices made by the persons we sponsor.
  - We will respect the choices of the SRP students about how they wish to be described (including whether they wish to be identified as "refugee," as "SRP student," or their affiliation to WUSC more generally).
  - We will avoid using possessive language in relation to SRP students (i.e. "our student")
  - We will respect the right of the SRP students to make decisions regarding questions of faith and religious affiliation.
  - We will respect the right of SRP students to express their gender identity however they choose.
  - We will respect the right of the SRP students to make decisions regarding their academic or professional path.
  - We will inform SRP students of invitations to give public talks or speak to the media about their refugee experiences or their countries, however it will be made clear that SRP students are not be expected to participate in these invitations and can do so only at their own interest and will.
  
2. ***Right to privacy.*** We will respect the right of SRP students to privacy.
  - We will inform the SRP students of their right to privacy.
  - We will share personal information about the student with other Local Committee members and partners as needed, but no further.
  - We will obtain informed consent from the SRP students before publishing information about them.
  - We will safeguard documentation containing personal information and dispose appropriately if the Local Committee copy of documentation is no longer needed.
  - We will respect the privacy of the SRP students' homes.
  
3. ***Competence.*** We will respect our duty to act competently.



- We will acquire appropriate cultural and diversity understanding through training or consultation before and during the year of sponsorship.
  - We will ensure everyone involved in the sponsoring committee has been trained appropriately.
  - We will provide the SRP students with accurate information on their rights, services available to them, etc.
  - We will recognize our own limits and make appropriate referrals.
  - We will accept a duty of care to ensure that the basic needs of the SRP students are met, including (where appropriate) mentoring on financial management.
  - We will establish appropriate boundaries in personal relationships.
4. **Transparency.** We will be transparent in our services with the SRP students.
- We will provide the SRP students full information about all matters that concern them, including how their budgets work and where the money comes from.
  - We will address complaints and serious challenges related to the sponsorship to WUSC National Office.
  - We will inform the SRP students of the role of the WUSC National Office team.
  - We will strive to be open and to make sure information and expectations are clear.
5. **Equity.** We will strive to make our relationships as equitable as possible, by being aware of power dynamics and guarding against risks of abuse of power.
- We will avoid assumptions based on gender, sexual orientation, age, ability, religious faiths, culture, ethnic origins, migration statuses, political beliefs, and physical abilities, and will not base our sponsorship support on any of these factors.
  - We will work to develop trust in relationships.
  - We will offer the same financial and integration support to all the SRP students on our campus during their sponsorships.
6. **Financial integrity.** We will maintain integrity in financial and business relationships and avoid actual or perceived conflicts of interest.
- We will develop and follow a protocol for sharing financial information related to the sponsorship.
  - We will declare potential conflicts of interest to each other and seek solutions to minimize the risk (e.g. involving a third party).
  - We will strive to ensure that the SRP students do not feel that they are receiving charity from or owe anything to individuals.
  - We will only accept gifts if offered that are of very small financial value or token.
  - We will use the funds raised in the name of SRP towards the implementation of the SRP on our campus.
  - We will commit to provide the full financial support stated in the Intent to Sponsor form.
7. **Concluding a sponsorship.** We will work to ensure a satisfactory conclusion to the sponsorship for all concerned.



- We will prepare SRP students for the end of the sponsorship and attempt to address any anxieties in advance.
- We will ensure that SRP students are aware of their rights and entitlements, including their entitlement to government benefits and services.
- We will acknowledge the end of a sponsorship and recognize those who contributed to it.
- We will have a clear process for deciding how to redirect funds remaining at the end of a sponsorship.