

Notice to Study Permit Holders:

If you are a study permit holder and intend to run in an election for a full-time or part-time elected position within the SAGBC, please consider the following guidance to ensure your eligibility and compliance with federal regulations. This Notice and Acknowledgment is intended to support your decision-making process. However, it is not legal advice, and we recommend that you consult a lawyer, paralegal or immigration consultant for specific guidance.

You may contact the SAGBC's Student Legal Counsel, William Reid (legal@sagbc.ca) or a lawyer, paralegal, or immigration consultant of your own choosing at your own expense. The George Brown College International Centre may also be able to assist you in determining eligibility in this matter, you can find out more about their services at <https://www.georgebrown.ca/international/current-students/international-student-advisors-contact>.

However, neither the SAGBC nor Mr. Reid is responsible for determining for you whether you are eligible to work or have complied with your study permit employment conditions. It is solely your responsibility to ensure compliance with your study permit and with all applicable laws.

Employment Status of Executive Positions

The Canada Revenue Agency (CRA) has determined that students who are elected to the following Executive positions are considered employees of SAGBC during their term:

1. Director of Communications and Internal
2. Director of Operations
3. Director of Education and Equity
4. Director of Student Experience

As a result, if you are elected to any of these positions, any hours worked will count as "employment" and you must comply with all employment conditions and restrictions under your study permit. You are responsible for ensuring that you comply with your study permit at all times.

There are several issues that you must consider when assessing whether you can perform the duties of an Executive position, while still complying with your Study Permit, as set out below.

1. Eligibility for On-Campus Work Without a Work Permit

Study permit holders may work on campus without a work permit provided they:

- Hold a valid study permit, and
- Are enrolled as full-time students at George Brown College.

While no specific limit is placed on on-campus work hours, Immigration, Refugees and Citizenship Canada (IRCC) mandates that academic success must remain your primary focus during your period of study.

However, it is important to emphasize that to comply with current study permit regulations, you must remain enrolled as a full-time student at George Brown College throughout your term.¹

Any study permit holder who intends to run for an Executive position must provide the Student Association's Chief Returning Officer ("CRO") with a copy of their current study permit (including a copy of any conditions/restrictions) in order to confirm their eligibility for employment, prior to being validated as a candidate.

2. Social Insurance Number (SIN) Requirement

To work in any position, on or off campus, a valid Social Insurance Number (SIN) is required. Study permit holders must provide their SIN to the Student Association's Finance Department within three days of starting employment. A SIN may be applied for through Service Canada.

3. Off-Campus Work Limitations

IRCC places strict limits on the number of hours that international students may work off-campus each week (currently 24 hours/week). Full-time work is only allowed during scheduled breaks.

The Director of Communications and Internal and Director of Operations positions, which require 28 hours of work per week, may require both on- and off-campus work

¹ There are certain, limited exceptions to this requirement for students in their final term. It is recommended that you seek legal advice if you think one of an exception applies to you.

hours, and the off-campus work hours required may exceed these limits. Students who apply for these positions should seek legal advice to ensure that any off-campus work does not put them in breach of their study permit conditions.

4. Work Permit Needed for the Director of Communications and Internal and Director of Operations positions

Under the Student Association's Bylaws, the Director Communications and Internal and the Director Operations can be enrolled in no more than 50% of their normal course load during their term of office.

Most study permit holders cannot meet this requirement since, as noted, they must be enrolled full-time in order to work *any* hours, on or off-campus. As a result, any study permit holder who wishes to run for Director of Communications and Internal or Director of Operations must:

- obtain a valid **work permit** from IRCC that allows them to work 24-28 hours/week while being enrolled part-time;
- provide the CRO with a copy of the work permit prior to being validated as a candidate.

Study permit holders who do not have a valid work permit allowing them to work while enrolled part-time are ineligible to run for or take office as the Director of Communications and Internal or the Director of Operations.

5. Consequences of Non-Compliance with IRCC Regulations

Failure to comply with IRCC's work and study permit regulations may have serious repercussions for the study permit holder, which could include:

- Immediate Termination of Employment
- Study Permit Revocation
- Risk of Deportation
- Ineligibility for Future Work Permits

Acknowledgement

Having reviewed this information and obtained any necessary advice, I acknowledge my responsibility to assess my eligibility to run for any Student Association position, and to ensure that I comply with my study permit conditions as well as the Student Association Bylaws at all times, including during any term of office. I understand that neither the SAGBC or its agents or employees, nor George Brown College is responsible for verifying my eligibility status or ensuring my compliance with IRCC regulations. I further acknowledge that I am not relying in any way on any such parties in making this determination.

I agree that as part of the candidate validation and onboarding process, I will:

- 1) provide the CRO with a copy of my study permit, including all conditions/restrictions, prior to being validated as a candidate;
- 2) if running for the Director of Communications and Internal or the Director of Operations:
 - a. provide the CRO with a copy of my work permit which allows me to be employed in Ontario while enrolled part-time, prior to being validated as a candidate; and
 - b. if elected, reduce my courseload to 50% on or before the start of my elected term; and
- 3) provide the Student Association's Finance Department with a copy of my SIN within 3 days of the start of my term.

Candidate's Name

Date

Please return this form signed to the CRO with your nomination package along with a copy of your study or work permit.