Travis Coulter

Superintendent of Private Career Colleges

Director, Private Career Colleges Branch

315 Front Street West

15th Floor

Toronto ON M7A 1N3

[Date]

Dear Mr. Coulter,

Pursuant to the September 23rd request from MCU, please find below the number of students we currently have at [name of institution] and the number who we hope will be able to join us soon.

[Name of institution] has been in operation in [name of city] for [XX] years. Prior to the COVID-19 pandemic, my school employed [XX] teaching and support staff, worked with [XXX] homestay families who housed many of our students, and made a significant contribution to the economic and cultural vibrancy of the community in which we are situated. As a collective, English and French language education programs generated **$587 million in export revenue in Ontario in 2019**. If we are not able to welcome new international students into our school in the near future, we will be forced to close our doors permanently as early as [date].

|  |  |
| --- | --- |
| Number of students who are currently studying in Canada at my institution:  | [number of students] |
| Number of teachers currently employed teaching these students: | [number of teachers] |
| Number of homestay families currently hosting these students: | [number of homestay families] |
|  |  |
| Number of students who are currently studying online from outside of Canada with a study permit, or who have applied for a study permit, and plan to fly to Canada as soon as they are able: | [number of students] |
| Number of students who hold or have applied for study permits but will only start their program with you once they can fly to Canada: | [number of students] |
| Number of additional teachers who could be re-hired if all students with study permits are able to travel: | [number of teachers] |
| Number of homestay families who would house these students: | [number of homestay families] |
|  |  |
| Number of students who are currently outside of Canada who would like to attend our institution in the short term without a study permit (e.g. travelling to Canada on eTA or TRV): | [number of students] |

[Name of institution] is ready to welcome back international students in full compliance with federal and provincial institutional readiness requirements, and the survival of my business depends on it. We trust that the government of Ontario will act with a commensurate sense of urgency in finalizing the approval of institutional readiness plans and providing the required list of approved DLIs to IRCC and PHAC.

Sincerely,

[name & signature]

CC:

[Name of local MPP]

[Name of federal MP]