



Administrative Regulations

ADMINISTRATION

1040

ADMISSION OF NON-RESIDENT STUDENTS

A. General

1. Students may be enrolled in district schools as a means of:
 - a. increasing intercultural and international understanding; and
 - b. generating supplementary revenues.
2. Specific circumstances under which Non-Resident students may be admitted to district schools include students who:
 - a. participate in bona fide International Student Exchanges;
 - b. participate in the district International Student Program;
 - c. are landed immigrant students not ordinarily resident in the district;
 - d. are Canadian students not ordinarily resident in the district; or
 - e. are accepted for humanitarian reasons.
3. Immigration clearance documentation must be kept on file by the school.

B. International Non-Resident Students

International students are off-shore, non-resident, or "foreign" students who are admitted to district schools in one or more of the following Board-sanctioned programs or under the following conditions:

1. International Student Exchanges:
 - a. International Student Exchanges are sponsored by the district or private organizations sanctioned by the district whereby international students may be admitted to district schools in exchange for similar services being provided to local students in other countries.
 - b. Participation shall be on a limited basis and visits shall be for no longer than one year. Exchange organizations shall be responsible for:
 - i. initiating arrangements through the office of the Superintendent or designate;
 - ii. screening international applications for immigration clearance;
 - iii. ensuring the completion of required documentation;
 - iv. providing copies of documentation for the registering school;
 - v. making all home-stay arrangements.

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Date adopted: January 1996
Revised: Mar 9/99; Aug 15/08

Reference: Min. of Ed. Policy – International Students
(www.bced.gov.bc.ca/policy/policies)

Supt. Signature:

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- c. Exchange students shall have a basic proficiency in the English language; if extra sessional classes in English-as-a-second language are required, these may be provided and will be at the expense of the student.
 - d. If no reciprocal exchange has occurred or is going to occur within two (2) years, full fees shall apply.
2. International Student Program:
- a. International students may be enrolled in the district International Student Program on a fee-for-service basis.
 - b. Application for admittance must be made to the Superintendent or designate at least two (2) months in advance of each semester or school year by sending a completed application form, or by applying through an approved student selection agency.
 - c. International students must demonstrate proficiency in English, sufficient to allow for academic success.
 - d. Proof of guardianship for students nineteen (19) years of age and under shall be required. (The Immigration Department requires any person under sixteen (16) years of age to have a guardian.)
 - e. The full fee shall apply and be payable in advance.

3. Humanitarian Appeals:

Upon consideration of individual appeals, international students may be admitted on humanitarian grounds, subject to Immigration requirements.

C. Other Non-Resident Students

The following categories of non-resident students may be admitted to district schools upon application to the Superintendent or designate.

- 1. Canadian, or landed immigrant non-resident students from another British Columbia school district or another Canadian territory or province.
- 2. Students with student authorizations (from Canadian Immigration & Citizenship) and who are listed in Ministry of Education Policy - International Students as exceptions.

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- 3. Students whose parents are on a work or study permit. A copy of the work or study permit must be produced before the student is admitted.
- 4. Fees may apply if the student is not ordinarily a resident in the district or if his/her guardian is not ordinarily a resident in British Columbia.

D. Visitor Status

- 1. Students who are in Canada on a Visitor Visa may not be registered at a school.
- 2. A "student authorization" must be provided by the Immigration Department before the student can be registered.
- 3. If the school agrees, a visiting student may attend as a guest for a maximum of four (4) weeks.
- 4. Visiting students shall not be officially registered and shall not be covered by school district insurance. The parent or guardian shall be asked to sign a release form which shall be kept on file at the school.

E. Residency and Fees

- 1. For the purpose of admission, (School Act, Section 2), "resident" means a student of school age who has residence in the school district in his/her customary mode of life, as opposed to special or occasional or casual residence. A student who is resident in the school district is one who makes or intends to make his/her permanent home in the district, that is the home where his/her father and/or mother and/or guardian permanently reside.
- 2. For the purpose of charging tuition fees, (School Act, Section 82, 1 and 2) "resident" means "the student is ordinarily resident in the school district and the guardian of the person of the student is ordinarily resident in British Columbia."

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School District No. 46 (Sunshine Coast)

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F. Appeal Procedure

1. Decisions regarding admissions and/or payment of fees may be appealed in writing to the Assistant Superintendent of Schools.

ATTACHMENTS:

Decision Aid (August 2002)

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Revised: Mar 9/99; Aug 15/08

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DECISION AID THAT COULD BE USED IN DETERMINING PROVINCIAL EDUCATION FUNDING FOR SCHOOL-AGED CHILDREN

| Status of Parent/Legal Guardian in Canada | OR | Status of Child in Canada | Parent/ Legal Guardian in BC ? * | Required Documentation - copies to be in student's file PLUS supporting documentation ** | Provincially Funded ? |
|--|----|--|----------------------------------|--|-----------------------|
| PARENT/LEGAL GUARDIAN DOCUMENTATION: | | | | | |
| Canadian Citizen | . | . | yes | passport or citizenship card or birth certificate | yes |
| Landed Immigrant | . | . | yes | Permanent resident card (PRC) or Record of Landing (IMM 1000) | yes |
| Convention Refugee | . | entered Canada with parent or legal guardian | yes | letter of confirmation from CIC | yes |
| Refugee Claimant | . | . | yes | Determination of Eligibility Letter from CIC | yes |
| Protected Person or PRRA ^ | . | . | yes | documentation from CIC | yes |
| Applied for landed status from within Canada | . | . | yes | acknowledgement from CIC | yes |
| Admitted under a K - 12 teacher exchange | . | . | yes | copy of parent's offer of employment/ work permit | yes |
| Diplomat | . | . | yes | passport with Foreign Representative Acceptance Counterfoil | yes |
| Minister's Permit/Letter | . | . | yes | letter of permission or permit issued by CIC | yes |
| work permit | . | . | yes | work permit for a year or more | yes |
| study permit | . | . | yes | study permit for a year or more | yes |
| visitor visa/stamped passport | . | . | yes | passport or visitor record AND study permit for child | no |
| Temporary Resident Permit ^^ | . | . | yes | temporary resident permit | no |
| CHILD'S DOCUMENTATION: | | | | | |
| not in Canada | . | visitor visa or record (6 months or less) | no | passport or visitor record suggested - notarized letter of custodianship | no |
| not in Canada | . | study permit | no | study permit | no |
| not in Canada | . | convention refugee | no | Determination of Eligibility Letter from CIC | yes |
| not in Canada | . | letter of permission | no | letter of permission or permit issued by CIC | yes |
| n/a | . | custody of MCFD OR refugee claimants | n/a | government documentation (acknowledgement of Convention refugee claim) | yes |
| not in Canada | . | student exchange | no | details of exchange/program in student file | yes |

* Parent/legal guardian must be resident in BC to qualify for funding.
 ** Supporting documentation proving that the person is the legal guardian/parent of the child.

^ PRRA - Pre Removal Risk Assessment - would be very infrequently seen.
 ^^ Temporary resident permit (TRP) replaces Minister's permit; TRP holders are eligible for Minister's permit/letter.