

SD 42 PROCEDURE: 9325.1

EDUCATION PROGRAMS FOR NON-RESIDENTS

Purpose

Section 82(1) of the [School Act](#) requires the District to provide resident students with an educational program free of charge. Under the *School Act*, a student is resident in British Columbia if the student **and** the guardian of the student are ordinarily resident in British Columbia.

If a student is not resident in British Columbia, the Board may charge fees for the provision of an educational program.

The purpose of this Procedure is to provide guidelines for:

- Accepting and dismissing non-resident students who are not entitled to a free educational program under section 82; and
- Establishing fees and charges for non-resident students.

Definitions

Non-Resident Student – Students who are required to pay fees in order to receive an educational program in the District. These students may be International or Out of Province students.

International Students - Students who are neither Canadian citizens nor have permanent residence status are considered International students. The British Columbia Ministry of Education does not provide funding for international students. Fees are charged to cover costs of education.

Out of Province Students – Students who have Canadian citizenship permanent resident status but are either not ordinarily resident in British Columbia, or have guardians who are not ordinarily resident in British Columbia.

Exchange Students - International student exchanges are sponsored by the School District or private organizations sanctioned by the Board whereby International students are admitted to the School District in exchange for similar services being provided to our students abroad. An “exchange” student is one involved in a reciprocal exchange, (there are equal numbers in-coming and outgoing School District students). The School District receives funding for this student and tuition fees are not charged.

Fee Exempt Students

Students may be enrolled in district schools without having to pay student fees if they are eligible for Operating Grant Funding under Ministry of Education policy – “Eligibility of Students for Operating Grant Funding”.

Admission requirements

Non-resident students may be enrolled in the Non-Resident Student Program as full-time students at both elementary and secondary levels for a fee if they are accepted following an application process and are prepared to meet the following conditions:

1. Live in an approved homestay, or with their parent(s) or custodian who will maintain appropriate adult (over twenty-five (25) years of age) supervision throughout the study period;
2. Comply with the requirements of Citizenship and Immigration Canada;
3. Submit payment of the appropriate fees for the program;
4. In instances where a non-resident student requires specialized services other than ELL, an assessment will be conducted, a learning plan developed and additional fees for service will be assessed and paid in full before commencement of the program;
5. In instances where a non-resident student participates in a district program where additional costs are associated to cover supplies, examinations, etc. (e.g. International Baccalaureate) additional fees for service will be assessed paid in full before commencement of the educational program;
6. Secondary students shall provide documented proof of satisfactory academic standing in their country of origin;
7. Secondary students who wish to register in the academic program leading to BC graduation must demonstrate a level of proficiency in English, appropriate to this objective.

Placement of students in schools, programs, and homestays shall be the prerogative of the School District.

School and program placement shall be based upon school district assessment of student aspiration, academic records, demonstrated academic competence, English proficiency, age, and space within our Elementary and Secondary Schools.

Application Process

To apply for admission to the program, unless otherwise arranged, students must:

1. Apply from their country of residence;
2. Complete an application form, with supporting academic transcripts and supporting documentation;
3. Submit a non-refundable application fee;
4. Be accepted in writing by School District No. 42;
5. Make their own visa and study permit arrangements;
6. Agree to the school district's custodian arrangements;
7. Make their own travel arrangements to Vancouver International Airport;
8. Submit a signed student and homestay agreement (student and parent).

All non-resident student applications will be submitted to the School District's International Education program office for approval in accordance with this and related School District policies.

Where, because of extraordinary circumstances, a student is unable to comply with these procedures, application for admission may be dealt with by Board resolution, upon the recommendation of the Superintendent and/or Designate.

School District No. 42 Non-Resident Education Programs

District and school-based administrators will recognize, support and make the necessary arrangements to offer the following educational programs to non-resident students:

- Secondary school program of studies, through the regular full daytime program. Students wanting to graduate with a BC Dogwood must meet graduation criteria established by the BC Ministry of Education (<http://www2.gov.bc.ca/gov/topic.page?id=A5A3644D456F42F2AACC76BF38EA459B>);
- Elementary school program of studies through the regular full daytime program;
- Elementary and Secondary short term cultural /cross cultural and language training;

- Elementary short term programs promoting cross cultural understanding, language training and student integration into the Canadian culture mosaic through various programs; including orientation, curricular, and extra-curricular activities;
- Summer programs (grades 5-12).

Tuition and Medical Fees

1. Non-Resident tuition fees are set annually by the School District and are payable directly to same when the student is accepted into the program.
2. All tuition and associated expenses must be paid prior to the start of any program.
3. Students who withdraw (or are withdrawn) from the program shall receive tuition refunds according to the following:
 - A full refund (less the application fee) will be paid to students who show proof that Immigration, Refugees and Citizenship Canada has refused their application for a study permit;
 - A 50% refund of the tuition fee will be paid to students who withdraw prior to the start of the program;
 - No refund will be paid to students who withdraw after their program begins, nor will a refund be paid to students who are removed from the program at any time due to a violation of school or program rules or otherwise violate the terms of their student or homestay agreement;
 - Students who are forced to withdraw from the program due to unforeseen circumstances, such as death in the immediate family, illness, or other circumstances deemed valid by School District No. 42, shall receive a pro-rated refund upon submitting proof supporting their reasons to leave;
 - International students who become permanent residents during their term of study will not receive reimbursement of fees beyond the stated policy.

Scholarships

International students are not eligible to write Provincial scholarship examinations and may not compete for local scholarships other than the School District's International Education Program scholarships.

Recruitment of Students

The School District will actively solicit International student registrations. Expenses will be funded from the fees collected from these students.

1. Only those recruiters with written agreements with the School District may be paid a commission.
2. Upon the discretion of the Manager of Marketing and Recruitment of International Education in consultation with the Superintendent and/or Designate, recruiters may be granted permission to propose registration of International students in the School District.
3. Commissions for registered/approved recruiters vary. Commissions will be paid to a recruiter from funds actually received, after thirty (30) days of commencement of the educational program. Registrations that are refunded will not be commissionable or in any way count towards earning of commissions. In order to remain competitive, commissions will be negotiated periodically based on performance of the agent and global market conditions.

4. No trustee or individual employed by the School District in a position outside of the bargaining unit, or employed in a bargaining unit position having any connection with administration of the International Student Program, is eligible to be a recruiter, or to receive commissions. This applies equally to firms, syndicates and corporations in which such individuals have any legal or beneficial interest.
5. The Superintendent and/or Designate, in consultation with the Manager of Marketing and Recruitment, can propose changes to fees/services negotiated with individual agents.

Acceptance

Parents and students new to the program will be informed of:

1. The School District's rules and regulations regarding non-resident students;
2. The dismissal process;
3. The refund policy;
4. The School District's Safe, Caring and Healthy Schools Policy.

Non-Resident Education Rules and Regulations

Participation in the Non-Resident Education program is a privilege; and students are required to accept and follow the rules of the program, including specific program rules, school rules/school codes of conduct and reasonable homestay rules. Students are required to:

1. Make a reasonable effort to achieve academic success while in the program;
2. Obey the terms and conditions described on any study permit issued by IRCC;
3. Abide by the laws of Canada and British Columbia.

If a student violates any of the above, he/she may be dismissed from the program.

Dismissal Process

1. Students may be dismissed from the program or their invitation to renew may be withheld if the student:
 - Has demonstrated less than satisfactory academic performance due to lack of effort or attendance;
 - Is unable or unwilling to comply with International Education, school or program rules and regulations;
 - Has been involved in a number of minor rule infractions;
 - Has broken the law;
 - Has committed a serious violation of a school rule/school code of conduct affecting the safety of others;
 - Has had several homestay families and/or, in the opinion of program staff, is unable to sustain an academic program due to mental or physical health;
2. Dismissed students and those who have not been invited to return will be notified of the district's decision in writing. This correspondence will outline the reasons for the decision.
3. A student who violates a minor rule will be advised of such in person. A verbal warning will be issued outlining the violation and outline the expected behaviour. The student will be given appropriate assistance to achieve such behaviour. Should rule violations persist after a verbal warning, the student will be advised in writing of the violation, the expectations for correction, appropriate timelines for correction and the parents of the student and the homestay parents will also be informed.

4. Parent(s)/guardian(s) and the student shall be given the opportunity to respond to the concerns, to propose remedies or to provide additional information.
5. Letters of dismissal will be forwarded to the parent or official guardian.
6. When a student is dismissed, timely arrangements will be made with the parent(s)/guardian(s) to:
 - Remove the student from the school;
 - If applicable, remove the student from the homestay;
 - Make travel arrangements for the student to return their country of origin.
7. Where applicable, copies of Letters of Dismissal for Cause shall be made available to Immigration, Refugees and Citizenship Canada.
8. If possible, the district will make recommendations for alternate non SD42 programs of study.
9. Students and their parent/guardian(s) may appeal this decision to the Board of Education, under the School District's Appeal Procedures policy.

RECEIVED FOR INFORMATION: April 12, 2017