



“Together We Learn”

Section Four: Students

420 – ADMISSION OF INTERNATIONAL EDUCATION STUDENTS

Introduction

While the Board of Education's primary mandate is to provide instruction for students of school age who are resident with their parents or legal guardians within the Province of B.C., instruction may be provided to international students who are participating in a Board recognized international education program.

The Board recognizes the value of international educational opportunities for students and teachers which promote growth in global understanding and encourage opportunities for students and teachers to gain insights into the attitudes, beliefs and lifestyles of other cultures. By integrating international students into the education system, students interact and learn from each other. This increases multicultural understanding within our community and also strengthens ties between countries.

Policy

International Students – Fee Paying

1. The Board has established a department of International Education to promote its International Student Program. The responsibilities of the department may include: recruitment, student homestay placements and collection of fees.
2. The International Education Department will establish the tuition fees annually. Substantial changes to the fee structure requires the approval of the Board of Education.
3. The Board reserves the sole right to determine entry to an educational program and expects the following to be in order prior to registering an International Student in School District No. 23:
 - 3.1 Acceptance Information
 - 3.1.1 The application form, custodianship forms and any other necessary forms must be fully completed before a Letter of Acknowledgement will be provided.



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- 3.1.2 There must be sufficient space in the immediate and projected (three year) future to accommodate the student or students.
 - International students cannot be placed on a school wait list
- 3.1.3 International students studying at secondary schools may be admitted in September and February. International students studying at the elementary and middle school level may be admitted in September and January. The Superintendent or designate may determine the beginning and end date of a short program based on duration of program, student age, program size, and impact on school facilities.
- 3.1.4 International students are required to purchase Medical Insurance through the District Provider(s). Students may purchase, at their own cost, additional health insurance beyond what is required by the province and the district.
- 3.1.5 The student's competence in English (oral, reading and writing) must be sufficient to deal with regular classroom instruction. If, after initial assessment, it is determined that the student's English proficiency is low and appropriate support for English Language Development is not available at the requested school, the School District reserves the right to place the student in a school which has an appropriate program.
- 3.1.6 All International Students will be placed according to their age. However, the Superintendent or designate may determine the grade placement of a student based on date of birth, official school transcripts, assessment results and previous school experience. The District then reserves the right to place a student in the school with the most appropriate program and available space.
- 3.1.7 Long term international students between the ages of 11 and 18 (Grades 6 – 12), on a study permit, will be permitted to study while living in homestay placements. Long term international students between the ages of 5 and 10 (K – Grade 5), on a study permit, must live with an appropriate family member who is permanently residing in the district for the duration of the study permit, to participate in the International Program.
- 3.1.8 Students between the ages of 11 and 18 (grades 6 – 12) may participate in short term study programs from 2 weeks to 4 months while living in a homestay placement. Students between the ages of 5 and 10 must live



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with an appropriate family member residing in the district for the duration of the short program.

- 3.1.9 To be accepted into the School District, all international students under the age of 19 must have an approved adult custodian unless they are living with their parents or legal guardian.
- 3.1.10 When an applicant satisfactorily meets all the Board and International Student program conditions, pays all the necessary fees and is accepted for admission to School District No. 23, a Letter of Acceptance signed by the Superintendent of Schools or designate will be issued. Upon receipt of this letter, students may then approach Citizenship and Immigration Canada to seek a Study Permit. The necessary form, issued by Citizenship and Immigration Canada, must show the student's name on the permit and is valid only to the expiry date and school listed on the form.

3.2 Fees

- 3.2.1 The fees charged for each approved international student to be registered in School District No. 23 will be sufficient for the Board to cover all costs associated with the student's program. The Board will not permit a Letter of Acceptance to be provided or an international student to enrol without paying the established fees.
- 3.2.2 The Board may refund:
- the full fee (less the application fee) if Immigration Canada does not approve the Student Authorization Application. Refund requests should include the Letter of Acceptance and a copy of the formal letter of rejection from Immigration Canada;
 - two thirds (2/3) of the tuition fee if the student withdraws or changes their immigration status prior to the commencement of the program;
 - one half (1/2) of the tuition fee if the student withdraws or changes their immigration status before one calendar month of the program has elapsed.
- 3.2.3 The Board will not refund tuition fees if the student:
- withdraws after the first calendar month of the program;



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- is dismissed from the program due to violation of school rules and regulations or Canadian Laws;
- is found to be in violation of school or program rules and the school Code of Conduct (i.e., chronic absenteeism, consuming alcohol, smoking/vaping, cannabis products or other drugs).

3.2.4 All requests for refunds must be made in writing through the International Education Program office.

3.3 Homestay

3.3.1 Prior to admittance of any international student to the School District, the Board requires the student to be in a homestay approved by the Department of International Education or to be living with their parent(s) or custodian approved by the parent(s) with appropriate legal documentation.

3.4 Continued Enrollment

3.4.1 The Board requires that international students must comply with the Code of Conduct of the school, School District Policies and Practices, Canadian Law, as well as any other established guidelines to maintain continued enrolment.

3.4.2 Other enrolment requirements, as established from time to time by the Board, must be met.

4. Additional Information

4.1 The Board will not be responsible for travel arrangements, accommodation or medical expenses.

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May 10, 1995; June 12, 1996;

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