

AP 302 - ADMISSION OF INTERNATIONAL STUDENTS WITHOUT FEE

Background

In accordance with Section 82 of the BC School Act, a board must provide instruction free of charge to every student of school age resident in British Columbia and enrolled in an educational program in a school operated by the board. A student is resident in BC if the student and the student's parent/guardian are ordinarily resident in BC. By definition, a temporary resident is usually not ordinarily resident although the Ministry will fund some temporary residents in some circumstances.

Students who are neither Canadian citizens nor have permanent residence status are considered international students and may be enrolled in the District subject to the policies and regulations under Immigration, Refugees and Citizenship Canada (IRCC).

Procedures

1. International students may be enrolled in District schools without having to pay international student fees if they fall into one (1) of the following categories:
 - 1.1. **Exchange Student** - Is attending school on a reciprocal and equal exchange. This exchange must be on a "one in/one out" ratio with the same District for the same length of time, with the exchange completed within two (2) years.
 - 1.2. **Refugee Claimant** - Is a refugee claimant with an acknowledgement letter from the IRCC and whose parent(s) are ordinarily resident in British Columbia.
 - 1.3. **Permanent Resident or Landed Immigrant** - A child of a parent(s) who has been admitted to Canada for permanent residence and can substantiate this with documentation from IRCC, and whose parent(s) is ordinarily resident in British Columbia.
 - 1.4. **International Student** - A child of a parent(s) who has been admitted for temporary residence in Canada, who holds a Study Permit valid for a term of one (1) year or more, who is attending an accredited public post-secondary institution in a degree or diploma program, and who is ordinarily resident in British Columbia.
 - 1.5. **Temporary Foreign Worker** - A child of a parent(s) who has been admitted for temporary residence in Canada, who holds a Work Permit valid for a term of one (1) year or more, and who is ordinarily resident in British Columbia. The Work Permit must specify an employer and the request for enrollment of the child must be accompanied by the Letter of Employment and a pay receipt issued by the employer. In addition, the authorized work identified on the Work Permit must be a salaried/paid position of at least minimum wage as defined in British Columbia. The Work Permit holder must meet residency requirements as outlined by the Ministry of Education for funding purposes which means the parent must provide evidence of residency in BC and must maintain an ongoing presence (ordinarily resident status) in BC. Open Work Permits may be accepted in support of enrollment of a student as a non-fee-paying student in the District provided the student's guardian demonstrates proof of residency (as outlined in our Proof of Residency requirements), provides the requested documentation of

employment in the Cowichan Valley, and submits documentation of ongoing employment as required.

- 1.6. **Exchange Teacher** - A child of a parent(s) who has been admitted as a temporary resident in Canada under a teacher exchange program.
- 1.7. **Diplomat/Officer** - A child of a parent(s) who is carrying out official duties as diplomatic or consular official and is able to substantiate this with a Foreign Representative Acceptance Counterfoil or Diplomatic Visa in the parent(s) passport. An appointment letter from the embassy or consulate stating the position and length of term must also be submitted.
- 1.8. **Deemed Resident** - Children who have a legal guardian as defined by the Ministry of Education through the Divorce Act, the Family Relations Act, the Infants Act, and the Child, Family and Community Service Act.
- 1.9. **Religious or Charitable Work** – A child of a parent(s) who has been admitted into Canada on a temporary basis to carry out duties for religious or charitable organizations.

2. Application Procedures

- 2.1. All students from out of District must apply through the International Student Program office for approval.
 - 2.1.1. Credentials are evaluated, placement of school is determined by catchment, and the school is notified. The International Student Program office registers the student in MyEd, and the parent can complete their registration at their school.
- 2.2. Where, because of extraordinary circumstances, an out-of-district student is unable to comply with these procedures, application for admission may be dealt with by the Superintendent.
- 2.3. Qualifying students shall comply with the requirements of Citizenship and Immigration Canada.
- 2.4. Placement of students in schools, academic programs, and homestays shall be the prerogative of the District.
- 2.5. All residents of British Columbia are required by law to purchase medical insurance through the Medical Services Plan of B.C.

Reference: Sections 2, 3, 4, 7, 8.2, 20, 22, 23, 65, 74.1, 75, 75.1, 82, 85 School Act
Family Relations Act
Infants Act
Visiting Forces Act

Adopted: June 10, 1998

Revised: March 19, 1999; February 20, 2002; November 20, 2002; January 21, 2004; December 8, 2004;
September 21, 2005; September 1, 2018, October 24, 2023