

### AP 303 – FEE-PAYING INTERNATIONAL STUDENTS

#### Background

The District supports the inclusion of international students into District schools as a means of increasing intercultural and international understanding.

The District recognizes specific circumstances under which international students may be admitted to District schools. Included in these circumstances are:

- International Student Exchanges
- The District International Student Program
- Academies
- Local sports teams

The District recognizes that additional resources will be required in order to develop its program and to ensure that other program service levels are maintained.

#### Procedures

##### 1. Tuition Fees

International students are not “ordinarily resident” in the District. Section 82 of the *School Act*, requires that the Board provide educational programs free of charge only to those students resident in its District. For the purposes of Section 82 a student is resident in the District:

- If the student is ordinarily resident in the District;
- The parent of the student is also ordinarily resident in British Columbia.

Tuition fees will therefore be charged to students who are not “ordinarily resident”, except those in Sections 2 and 12 below.

Fees must be paid before the student’s program commences.

##### 2. Student Exchanges

International student exchanges are sponsored by the District or private organizations sanctioned by the District whereby international students are admitted to the District in exchange for similar services being provided to local students abroad. An “exchange” student is one involved in a reciprocal exchange, i.e., there are equal numbers in-coming and outgoing on a District basis. The District receives fiscal funding for this student and tuition fees would not be charged.

##### 3. Approval of Applications

- 3.1. All international applications will be submitted to the International Student Program office for approval in accordance with these procedures.

- 3.2. Where, because of extraordinary circumstances, an international student is unable to comply with these procedures, application for admission may be dealt with by the Superintendent.

#### 4. Program Options

- 4.1. A one-year intensive English program.
- 4.2. An academic program (incorporating English Language Learning) leading to British Columbia graduation.

#### 5. Admission Requirements

- 5.1. Students shall provide documented proof of satisfactory academic standing in country of origin.
- 5.2. Students who wish to register in the academic program leading to B.C. graduation must demonstrate a proficiency in English that will enable them to successfully handle Grade 10 course work.
- 5.3. Students who wish to register in either program option must provide a letter regarding behaviour and academic ability in support of the student's application to register in a particular program option.
- 5.4. Students with a prior history of learning disabilities shall provide all relevant details with their applications.
- 5.5. Students shall comply with the requirements of Citizenship and Immigration Canada.
- 5.6. Students shall accept in writing, prior to departing for Canada, the terms and conditions of the District program, including homestay fee arrangements as set by the District, medical insurance, travel requirements, and program rules. A participation agreement signed by both the parent and the student is required.
- 5.7. Students planning to attend for less than three years will be advised that mastery of the English language to the level required to achieve graduation usually takes a minimum of three years and often four years.

#### 6. Fees

- 6.1. The District will charge tuition fees to those international students involved in the District International Student Program.
- 6.2. Tuition fees for District international students are set at least a year in advance, by the Board. Tuition fees are payable directly, in whole, to the District when the student is accepted into the program.
- 6.3. Homestay fees for District international students are set at least a year in advance, by the Board.
- 6.4. Homestay fees are paid to our office and then sent to the homestay family.
- 6.5. Students must be invited to return to the program annually. Students who have been invited to return to the program will be asked to pay the annual fees before June 30. Students who have not paid will not be guaranteed a place in the program the following September.

- 6.6. Students on a reciprocal exchange program will pay a fee for medical insurance, administrative costs and school fees beyond tuition; Rotary exchange students are exempt.
- 6.7. Refunds:
  - 6.7.1. Students who withdraw (or are withdrawn) from the program shall receive tuition refunds according to the following schedule:
    - 6.7.1.1. 75% refund within 60 days of entry into the program;
    - 6.7.1.2. 50% refund within 30 days of starting the program;
    - 6.7.1.3. 0% refund after 30 days of starting the program;
    - 6.7.1.4. In all cases, the application fee and homestay management fee are non refundable.

## 7. Application Procedures

To apply for admission to the program, students must:

- 7.1. Apply from their country of residence;
- 7.2. Complete an application form with supporting academic transcripts and letter of support;
- 7.3. Submit a non-refundable application fee (applications will not be processed without this fee);
- 7.4. Be accepted by the District in writing;
- 7.5. Obtain a study permit from Citizenship and Immigration Canada. The District will provide a Certificate of Admission (letter of acceptance) to the school;
- 7.6. Agree to the homestay arrangements made on their behalf by the District;
- 7.7. Make their own travel arrangements to Victoria or Nanaimo airport, or to Victoria or Nanaimo ferry terminals.
- 7.8. Medical Insurance

All residents of British Columbia are required by law to purchase medical insurance through the Medical Services Plan of B.C. The District has a group insurance policy for its international students, both for Medical Services Plan and for interim medical insurance, which is required during the three-month waiting period for Medical Services Plan coverage. The District provides this medical insurance coverage to all of its international students for an annual fee. Even if international students leave the country during summer vacation, they are required to maintain their medical coverage. Medical Services Plan coverage, therefore, covers students for twelve months a year. The annual payment is added to the tuition charges each year. Landed immigrant students who already have MSP coverage may opt out of the group plan by showing their MSP number to program staff. All other international students are required to participate in the group plan. The fee also covers an Accident Reimbursement policy.

## 8. Placement

- 8.1. Placement of students in schools, academic programs, and homestays shall be the prerogative of the District.
- 8.2. School and academic program placement shall be based upon District assessment of student aspiration, academic records, demonstrated academic competence, English proficiency and age.

## 9. Expanded Services

- 9.1. It is the prerogative of the District and individual schools to require students to avail themselves of expanded services for international students, such as orientation classes, E.L.L. classes, etc.
- 9.2. If it is discovered that a student requires services beyond those listed in clause 9.1 the parents will be informed. If the services are available and can be provided for cost, parents will have the choice of withdrawing their student or paying the additional cost of the services.

## 10. Scholarships

- 10.1. International students may not compete for local scholarships other than any offered by the International Student Program office.

## 11. Homestay Guidelines

- 11.1. All students in the International Program are required to stay in a homestay which has been screened by District staff, unless they come with and live with their legal parents.
- 11.2. The homestay family will follow all of the provisions contained in the Homestay Guidelines.
- 11.3. The homestay family will provide the student with a clean, supervised environment during the student's stay in the home.
- 11.4. The student will be provided with the student's own room in the home including a bed, bedding, closet, chest of drawers, desk and study lamp.
- 11.5. The student will be given reasonable use of the home and utilities.
- 11.6. The student will be provided with three wholesome meals on each day of the student's stay with the homestay family.
- 11.7. The student will not be charged any fees in addition to those expressly provided in this Agreement during the student's stay with the homestay family.
- 11.8. All members of homestay families over the age of 18 are required to undergo criminal record checks and a home visit to ensure student safety.

## 12. Landed Immigrant Students and Canadian Citizen Students Whose Parents Do Not Live in Canada

- 12.1. All students from out of District must apply to the Superintendent to attend school in the District and applications will be considered on a case-by-case basis.

- 12.2. Landed Immigrants not ordinarily resident in the District and Canadian citizen students whose parents do not live in Canada may be admitted to District schools on a fee-for-service basis. The expression “ordinarily resident” carries a restricted signification which is held to mean residence in the course of the customary mode of life of the student as opposed to special or occasional or casual residence. For example, a student who is ordinarily resident in the District is one who makes or intends to make their permanent home in the District; that is, the home where their mother and/or father permanently reside. Students who require homestay services are not “ordinarily resident” in the District.
  - 12.2.1. Out-of-District landed immigrant students and Canadian citizen students whose parents do not live in Canada may be admitted to District schools as full fee-paying student in the same way, and with the same services, as international students.
  - 12.2.2. Students who become landed immigrants after November 1 will receive no refund of tuition fees.
  - 12.2.3. Out-of-District immigrant students and Canadian citizen students are required to live with a homestay family, which has been screened and selected by the District.
- 12.3. Homestay families of out-of-District immigrant students are subject to the same regulations as other international student homestay families.
- 12.4. The District retains the right to limit the total number of out-of-District immigrant students accepted annually as regular students.

### 13. Dismissal Process

- 13.1. Participation in the International Student Program is a privilege, and:
  - 13.1.1. Students are required to accept and follow the rules of the program, including specific program rules, school rules and reasonable homestay rules;
  - 13.1.2. Students are required to make a reasonable effort to achieve academic success while in the program;
  - 13.1.3. Students are required to obey the terms and conditions described on the study permit as issued by Citizenship and Immigration Canada;
  - 13.1.4. Students are required to abide by the laws of Canada and British Columbia.
- 13.2. If a student violates any of the above, they may be dismissed from the program.
- 13.3. Students new to the program and their parents will be given a copy of the District procedures regarding international students, including the dismissal process, the refund procedure and the International Student Program rules.
- 13.4. Students may be dismissed from the program by not being invited back. In April of each year students may be invited in writing to return the following year. Invitations may be withheld if:

- 13.4.1. Academic performance has been less than satisfactory due to lack of effort or attendance;
- 13.4.2. The student is unable or unwilling to comply with District or program rules, and has been involved in a number of minor rule infractions;
- 13.4.3. The student has had several homestay families and, in the opinion of program staff, is unable to succeed in a homestay situation.

Students who are not invited back will be informed in writing of the reasons, and given suggestions for alternative programs of study.

- 13.5. In the event of a student breaking the law or committing a grave violation of a school rule affecting the safety of others, they may be immediately dismissed from the program. The parents of the student and the homestay parents will be advised, in writing, of the violation and the consequence.
- 13.6. Usually, where a student violates the rules, the student will be advised in person of the violation and the expected behaviour (verbal warning). The student will be given assistance to ensure that they understand the violation and the expected behaviour.
- 13.7. Should rule violations persist after a verbal warning, the student will be advised in writing of the violation, the expectations for correction, and appropriate timelines for correction. The parents of the student and the homestay parents will also be informed.
- 13.8. Parents and the student shall be given the opportunity to respond to the concerns and to propose remedies or to provide information should they believe an error, in fact, has occurred.
- 13.9. Should violations be repeated and be sufficiently grave to warrant dismissal in the opinion of the District Principal, the Superintendent, or the School Principal, the student and their parents will be advised, in writing, that the student is dismissed for cause.
- 13.10. At this time, arrangements shall be made with the parents of the student for removal from the school and homestay in a timely manner with return to the student's home country an expectation.
- 13.11. Students and their parents may appeal this decision to the Board, according to Board Policy 13 – Appeals Bylaw.

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

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