

## **AP 302 – Enrollment of International Students**

### **Background:**

Students who are neither Canadian citizens nor have permanent residence status are considered international students and may be enrolled in the District International Programs subject to the policies and regulations under Immigration, Refugees and Citizenship Canada (IRCC). The British Columbia Ministry of Education does not provide funding for International students. Fees are charged to cover the costs of education.

### **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 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 Is a refugee claimant with an acknowledgement letter from the IRCC and whose parent(s) are ordinarily resident in British Columbia.
  - 1.3 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 A child of 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 A child of a parent 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 pay receipts 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 West Vancouver Schools 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 metropolitan Vancouver area, and submits documentation of ongoing employment as required.

- 1.6 A child of a parent(s) who has been admitted as a temporary resident in Canada under a teacher exchange program.
  - 1.7 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 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.
- 2 International students may be enrolled in the International Programs as full-time students at both the elementary and secondary levels for a fee if they are accepted following an application process and are prepared to meet the following conditions:
- 2.1 Demonstration of functional literacy in English
  - 2.2 Indication of acceptable academic ability
  - 2.3 Live in an approved homestay, or with their parent(s) or legal custodian who will maintain adult (over twenty-five (25) years of age) supervision throughout the study period. Elementary school students will only be enrolled if they are living with a parent or have the approval of the Superintendent or designate.
  - 2.4 Payment of the appropriate fees for the program which includes the application fee, medical insurance fees, program fees and homestay placement fees as required.
  - 2.5 If they have been accepted to specialty programs within the District such as IB, AP, Premier Academies, and other specific school-based programs, payment of additional fees to cover the costs associated with these kinds of programs. These fees are determined by the Board.
- 3 International students may be enrolled in the International Programs as short-term students at both the elementary and secondary levels for a fee if they are accepted following an application process and are prepared to meet the following conditions:
- 3.1 If they pay the appropriate fees for the program offered.
  - 3.2 If they reside in an approved accommodation with adult supervision or with a parent(s) throughout the study period.
  - 3.3 If they have adequate medical insurance or pay for the coverage through a private insurer managed by the International Student Program staff.

#### 4 Administration and funding of the International Programs

- 4.1 The Director will submit a budget for review each year as part of the annual District budget process.
- 4.2 Sufficient funding as determined by the Superintendent will be provided annually from the revenue generated from this program for the maintenance of the International Student Program infrastructure and ongoing marketing activities as well as for the development of new markets and programs to ensure the future viability of the program.
- 4.3 The Director, in consultation with the Superintendent or designate, and the Secretary Treasurer, will determine the FTE of international students desired for each school year. The total number of international students enrolled in any given year will be reviewed and restricted to ensure the highest quality program possible for all students in the District.
- 4.4 The Director will work closely with senior management and the school- based administrators at both the elementary and secondary levels to facilitate the placement of appropriate students into the schools of the District.
- 4.5 The International Programs staff will prepare all legal documentation required for the students to study in Canada.  
  
The International Programs staff will ensure adult supervision of each international student during their study program in the District is maintained through the student's parent(s) or homestay arrangements.
- 4.6 The International Programs staff will maintain communications with school personnel and the families abroad as needed from time to time.