

ADMISSION OF INTERNATIONAL STUDENTS

Background

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

Definition

An international student shall be deemed to be a student who has moved, or intends to move, from outside of Canada to British Columbia and/or who does not meet the residency requirements of Section 82 of the *School Act*.

Procedures

1. Approval of Applications

- 1.1. All international and exchange student applications are to be submitted to the Associate Superintendent – Learning Services for approval in accordance with these procedures.
- 1.2. 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.

2. Admission Documents

- 2.1. Generally, all students who have study permits issued by Citizenship and Immigration Canada are to be identified as international students in the Ministry of Education 1701 Report. Provincial education funding will not be claimed for these students. The District may choose to charge tuition fees to these students.
 - 2.1.1. Exceptions are listed below. Provincial education funding will be claimed for these students:
 - 2.1.1.1. A student who:
 - 2.1.1.1.1 Is a refugee claimant with an acknowledgement letter from the Immigration and Refugee Board;
 - 2.1.1.1.2 Is a Convention Refugee and can present a letter from Citizenship and Immigration Canada confirming this;
 - 2.1.1.1.3 Has been admitted to Canada under a letter of permission issued by Citizenship and Immigration Canada; or
 - 2.1.1.1.4 Is in the custody of the Ministry for Children and Family Development.

2.1.1.1.5 Is attending school on a reciprocal and equal exchange program. This exchange must be one in/one out of the same District for the same length of time, with the exchange to be completed within two (2) years.

2.1.1.2. An international student, whose parent:

2.1.1.2.1 Has been admitted to Canada for permanent residence (i.e. landed immigrant);

2.1.1.2.2 Holds a study permit from Citizenship and Immigration Canada for one year or more to attend a public post-secondary institution in Vancouver in a program of study leading to a degree or diploma;

2.1.1.2.3 Holds a work permit from Citizenship and Immigration Canada to work in Vancouver for a term of one year or more;

2.1.1.2.4 Has been admitted under a teacher exchange program; or

2.1.1.2.5 Is carrying out official duties as a diplomatic or consular official and is able to substantiate this with a Foreign Representative Acceptance Counterfoil in the parent's passport.

2.2. Students without Study Permits

2.2.1. International students without study permits who wish to enroll, or are enrolled, will be referred to the Associate Superintendent, Learning Services. Students who are Canadian citizens or landed immigrants but whose parents are not normally residents in British Columbia will be subject to tuition fees as determined by the District.

2.2.1.1. These students are not eligible for Ministry of Education funding.

3. Admission Requirements

3.1. Students shall provide documented proof of satisfactory academic standing in country of origin.

3.2. 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.

3.3. Students with a prior history of learning disabilities shall provide all relevant details with their applications.

3.4. Students shall comply with the requirements of Citizenship and Immigration Canada.

3.5. Students shall accept in writing, prior to departing for Canada, the terms and conditions of the District program, medical insurance, travel requirements, and program rules. A participation agreement signed by both the parent and the student is required.

3.5.1. 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 CARE card to program staff. All other international students are required to participate in the group plan. The fee also covers an Accident Reimbursement policy.

- 3.6. 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 more years.

4. Application Procedures

- 4.1. To apply for admission to the program, students must:
 - 4.1.1. Apply from their country of residence;
 - 4.1.2. Complete an application form, with supporting academic transcripts and letter of support;
 - 4.1.3. Submit a non-refundable application fee (applications will not be processed without this fee).
- 4.2. Students who are accepted will receive a letter of offer of placement identifying the appropriate grade and school, subject to available and appropriate spaces and programs.
- 4.3. Final acceptance will occur when the student pays the required tuition and medical insurance fees, and submits required documents including a valid study permit issued by Citizenship and Immigration Canada for the period of study.
- 4.4. Principals will receive lists of accepted and confirmed students.

5. Placement

- 5.1. Placement of international students is subject to assessment by District officials and is subject to available and appropriate spaces and programs in schools.
- 5.2. International students will be placed in a regular academic program and may receive English Language Learners support based on assessment results and available programs. Under normal circumstances, international students are not eligible for designated programs and services (e.g. special education or gifted students' programs) or alternate programs.

6. Custodianship

- 6.1. The District will be vigilant with regard to the welfare of international students.
- 6.2. All students aged 13 and over who apply to the international student program must have a custodian and must live with the custodian or designated responsible adult (i.e. homestay parent). All students aged 5 to 12 who apply to the international student program must live with a parent or immediate family member.
- 6.3. The name and contact information of the custodian must be reported to the District Principal, International Education, and the custodian must provide appropriate care for the student. Students who do not meet custodial requirements will be withdrawn from the international student program.

Reference: Sections 2, 3, 4, 7, 8.2, 20, 22, 23, 65, 74.1, 75, 75.1, 82, 85 School Act
Child, Family and Community Services Act
Divorce Act
Family Relations Act
Immigration and Refugee Protection Act
Visiting Forces Act
Ministry of Education Policy Document: International Students

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September 2004; September 24, 2018