

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 600 – Students

**ADMINISTRATIVE PROCEDURE: ADMISSION OF NON-RESIDENT
STUDENTS**

<i>PROCEDURE CODE:</i>	<i>604 AP 001</i>
Policy Reference: 604 – Registration of Non-Resident Students	

DEFINITIONS

1. Non-resident Alberta student - students who do meet the requirements of Alberta residency but are not deemed to be a resident of the local Board. Considerations in determining residency include but are not limited to:
 - 1.1. Residency of the student's parent or guardian (i.e. physical location of where the parent or guardian resides),
 - 1.2. Faith of the parent(s) or guardian(s),
 - 1.3. Whether the child is "in care" under Child, Youth and Family Enhancement Act.
2. Canadian Student, but non-resident of Alberta, is "a student whose residence is outside of Alberta but is a resident of Canada".

PROCEDURES

1. Parent Requested Admission - The Division may enrol a non-resident student whose parent applies, provided that:
 - 1.1. the Division has sufficient facilities and resources to accept the student in a school operated by the Division; and
 - 1.2. the student concerned is able to handle programs offered and is considered suitable in other respects to enter specific classes.
2. Other Division Requested Admission - The Division may enrol a non-resident student whose resident Division has directed the student to enrol in the Division provided that:
 - 2.1. the Division has sufficient facilities and resources to accept the student in a school operated by the Division;
 - 2.2. the student concerned is able to succeed in programs offered and is considered suitable in other respects to enter specific classes; and

- 2.3. it is agreed that, in accordance with the section 10 of the Education Act should there be insufficient resources or facilities to accommodate the student that:
- 2.3.1. the Division of which the student is a resident student, or
 - 2.3.2. the Minister, in case of a resident student of the government, will pay the fees authorized under the Education Act in order to reimburse the Board for the respective educational costs.
3. Fees - Non-resident fees shall not be charged with respect to enrolment of its resident students, or the resident student of any other Division or the government, provided:
- 3.1. that the student is eligible for provincial support and,
 - 3.2. that the provincial support is sufficient to pay for the costs of providing an appropriate program for that student.
- However, should there be insufficient resources or facilities or both to accommodate the student, a non-resident fee may be charged to cover said cost as provided in the Education Act.

REFERENCES

Alberta Education – Education Act
Child, Youth and Family Enhancement Act

Approved: May 17, 2005

Revised: April 16, 2013

