

SECTION 600 – Students

ADMINISTRATIVE PROCEDURE: ADMISSION OF FOREIGN STUDENTS

<i>PROCEDURE CODE:</i>	<i>604 AP 002</i>
Policy Reference: 604 – Registration of Non-Resident Students	

DEFINITIONS

1. “Foreign Students” are students who originate from outside of Canada and whose parents have not been lawfully admitted into Canada as a permanent or temporary resident. Foreign students include the three main categories:
 - 1.1. “International student” means a student whose parents/guardians are citizens of, and normally reside in, a country other than Canada. These students normally come to this country via a study permit and agree to the payment of prescribed tuition fees.
 - 1.2. “Exchange student” means an international student who is enrolled in a Division school as part of a reciprocal student exchange program which has been approved by Alberta Education. These students are of international origin but they exchange places with a Division student during the same school year.
 - 1.3. “Visiting student” means an international student studying in Alberta, for whom arrangements to study in Alberta have been made privately or under the auspices of a sponsoring organization, e.g. Education Foundation, Global Education Travel Student Services).

PROCEDURES

1. Foreign Applications:

All applications for enrolment from foreign students must be forwarded to the Superintendent of Schools and shall include the following:

 - 1.1. Necessary permission from the immigration authorities to reside, study or visit (as applicable) in Canada (i.e. evidence of legal entry into the country).
 - 1.2. Suitable local accommodation for the student has been arranged.
 - 1.3. All other normal requirements for enrolment (e.g. age) have been satisfied.

2. Student Fees:

2.1. International Students

2.1.1. Payment of all international student tuition fees must be received prior to the enrolment of the student. This fee shall be in accordance with the Division fee schedule – Policy 628 E 003 – International Students’ Fee Schedule.

2.2. Exchange Students

2.2.1. The international student tuition fee shall not apply to exchange students. Please refer to the definition of an exchange student above.

2.3. Visiting Students

2.3.1. For visiting students, the Division may choose to waive the international student tuition fee under special circumstances. These circumstances shall be limited to placements of a compassionate nature, or to those placements which are initiated by Division schools and which, in the judgment of the Superintendent, will enhance learning opportunities for Division students (e.g. visiting students attending Division schools as part of a twin-school relationship – such as Rotary Exchange and/or the Yamate Exchange).

3. Foreign Student Limits:

The Superintendent may limit the number of foreign students who are enrolled in the Division.

4. Registration:

Upon completion of the above application and fee collection processes the local school may proceed with the registration of a foreign student into their school.

REFERENCES

[628 E 003 – International Students’ Fee Schedule](#)

Approved: April 16, 2013

Revised: _____

