ATTENDANCE OF NON ALBERTA-RESIDENT STUDENTS

Background

The Division supports the attendance of students from other provinces and territories of Canada and other countries as a means of fostering national and international goodwill and providing valuable learning experiences for participants, guests and hosts.

Definitions

1. Exchange Students
   1.1 An exchange student refers to:
      1.1.1 A student from another province or territory in Canada who is involved in an exchange for up to one school year with a Division student;
      1.1.2 A student from a foreign country who is involved in an exchange for up to one year with a Division student.

2. Non-Exchange Students
   2.1 Canadian Non-Exchange Student refers to:
      2.1.1 A student whose parents, natural or adoptive, reside in a province or territory of Canada, except Alberta; or
      2.1.2 Whose legal guardian resides in a province or territory of Canada, except Alberta.
   2.2 A Foreign Non-Exchange student refers to:
      2.2.1 A student who attends school under a student visa issued by the Government of Canada; and
      2.2.2 Whose parents, natural or adoptive, do not reside in Canada; or
      2.2.3 Whose legal guardian does not reside in Canada.

Procedures

1. Admittance of an Exchange Student
   1.1 A foreign exchange student must possess a student visa.
   1.2 The school must have available space and a suitable program.
   1.3 An exchange student shall be charged the same school fees as paid by resident students.

2. Admittance of Canadian Non-Exchange Students
   2.1 The school must have available space and a suitable program.
2.2 A Non-Exchange student is required to pay a tuition fee as set by the Board annually.

3. Admittance of Foreign Non-Exchange Students

3.1 Foreign non-exchange students, who pay the applicable foreign student tuition fee as set by the Board annually, may be admitted to a Division school; provided that the school has available space and has a suitable program.

3.2 The principal must be satisfied that the student is a worthy candidate including:
   3.2.1 Having satisfactory language facility; and
   3.2.2 Being prepared to meet attendance and conduct regulations.

4. Fees for all Non-Exchange students will be based on the number of days enrolled divided by 200 days and multiplied by the applicable tuition fee:
   4.1 This tuition fee will be payable at the time of application;
   4.2 A processing fee of one hundred dollars ($100.00) will be retained should a registration be cancelled before classes commence; and
   4.3 The tuition fee may not be refunded if a student discontinues attendance after classes commence.

5. Principals are responsible for Student Exchange Programs in their schools.

6. The Superintendent will recommend fees for Board approval for all non-exchange students.

7. In the case where non-exchange students submit a written application to attend a Division school, the application shall be accompanied by the fee as outlined in this procedure.

8. The principal, examining a student exchange or a student's enrolment in the school, will carry out a review of proof of eligibility and a review of program suitability according to Division policy and procedures.

9. The principal will respond with a letter of acceptance or non-acceptance.

Reference: Section 3.4,11,12,13,33,43,52,53,197,204,222 Education Act
International School Partnership Bulletin 3.4.1
International Student Bulletin 3.4.2
Student Exchange Bulletin 3.4.3