

Administrative Procedure 301

ATTENDANCE OF NON-ALBERTA 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 8, 44, 47, 48, 49, 60, 61, 113, 124, 273, School Act
International School Partnership Bulletin 3.4.1
International Student Bulletin 3.4.2
Student Exchange Bulletin 3.4.3