

# School District No. 22 (Vernon)

# PROCEDURE

Please file in By-Laws, Policy & Procedure Manual

No. PR 9.0.0

Adopted: 13 Nov. 1990

Amended: 06 Dec. 1994

Amended: 20 Feb. 2007

## ADMISSION OF INTERNATIONAL AND NON-RESIDENT CANADIAN STUDENTS

### A. ADMISSION OF INTERNATIONAL STUDENTS

#### DEFINITIONS

1. Fees:  
The District will charge tuition fees only to those international students involved in the District International Student Program.
2. International Students:  
International Students are not resident in the District. For the purpose of charging tuition fees, "resident" means (School Act, Section 82 (1) and (2)) "the student is ordinarily resident in the school district and the guardian of the person of the student is ordinarily resident in British Columbia."
3. Student Exchange  
International Student Exchanges are sponsored by the District or private organizations sanctioned by the District whereby international students are admitted to the District in exchange for similar services being provided to local students abroad.
4. Athletic/Cultural Programs  
International students may be admitted to the District in the event that they are participants in recognized Athletic/Cultural programs.
5. Humanitarian Appeals  
Upon consideration of individual appeals the District may grant admission to international students on humanitarian grounds.

## **THE DISTRICT INTERNATIONAL STUDENT PROGRAM**

The District provides students in this program with regular and expanded educational services on fee-for-service basis.

### **1. Admission Requirements**

Students will be admitted who:

- provide documented proof of satisfactory academic standing in country of origin.
- demonstrate a level of spoken and written English proficiency sufficient to allow for academic success in District schools (pass the Test of English as a Foreign Language - TOEFL, or attend personal interview at a Province of B.C. Student Selection Office).
- comply with the requirements of Canada Employment and Immigration.
- submit a fully completed School District International Student Program application form to be received by the District Office not later than April 30 of the calendar year in which the student is wishing to enrol.
- accept in writing, prior to departing for Canada, the terms and conditions of the District program.
- the Board reserves the right, by annual resolution, to limit the number of International Student Program enrollees in any given school year.

Preference will be given to candidates who:

- possess good academic records.
- demonstrate a satisfactory level of spoken and written English proficiency.
- are between 11 and 18 years of age.
- contribute to the broad range of nationalities desired for the International Student Program.

### **2. Application Procedures**

To apply for admission to the program, students must:

- a. apply from their country of residence to the Superintendent of Schools, or apply through the British Columbia Student Selection Office in countries where one exists.
- b. send a completed application form with supporting academic transcripts and a \$100 non-refundable application fee to the District International Student Advocate.
- c. obtain a letter of acceptance from the district Superintendent of Schools, or designate.
- d. respond to the letter of acceptance in a letter to the District International Student Advocate confirming their intention to attend

school in the district.

- e. include with their letter confirming attendance a certified cheque or money order payable to the District in the full amount of the tuition fees.

### 3. Visiting Student Authorization

It is the responsibility of student applicants to obtain a student permit by submitting to the Canadian High Commission in the student's country of residence:

- the District's letter of acceptance,
- a receipt for payment of tuition fees,
- proof of sufficient funds to maintain themselves for a year,
- proof of good health (required in most cases),

Final acceptance to the program will occur only when the necessary student permit has been obtained.

### 4. Fees

Tuition fees are set annually by the Board and are based on the cost of providing an education to an individual student. There may be small additional fees levied by schools for books, supplies, activities, etc.

For placement in September, fees should be received no later than August 31st of that year.

### 5. Refunds

In the event that an applicant does not come to Canada or decides to leave the SD #22 (Vernon) for personal reasons, a portion of the paid tuition fee will be refunded. All requests for refunds must be made in writing.

- \$100 non-refundable administrative fee will be deducted from all refunds.
- a full refund will be paid to all students supplying proof of refusal by the Canadian High Commission to provide a student permit.
- a 66% refund will be paid to students who withdraw prior to the commencement of the program.
- a 50% refund will be paid to students who withdraw any time between commencement of the program and the end of the first month of the program.
- no refund will be paid to students who withdraw after the first month of the program.

- no refund will be paid to students removed from the program by the District due to violation of school or program rules or requirements. (i.e. chronic absenteeism, involvement with the illegal use of drugs or alcohol, flagrant misbehaviour, or misrepresentation on the application) Students removed from the program by the District will be sent home, at the student's expense, by first available transport.

6. Placement

Placement of students in schools, academic programs, and (if applicable) homestays shall be the prerogative of the District.

School and academic program placement shall be based upon District assessment of student aspirations, academic records, demonstrated academic competence, English proficiency, age and available space.

7. Expanded Services

It is the prerogative of the District and individual schools to require students to avail themselves of expanded services for international students, (i.e., summer orientation classes, E.S.L. classes, etc).

8. Registration

Students are responsible for arranging travel plans so that they are present for registration in the program on the day the program commences.

Late arrivals must receive prior approval from the International Student Program Department and the administrator of the school of attendance.

9. Health and Accident Insurance

Upon arrival in Canada, students must apply for medical benefits through the Medical Services Association (M.S.A.) and for private medical insurance coverage for the three month waiting period before M.S.A. takes effect.

10. Scholarships

International students are only eligible for specific scholarships and are not eligible for Provincial or local scholarships.

11. International Student Program Principal

The Superintendent will appoint an International Student Program Principal to administer the program. The International Student Program Principal will act as the International Student Advocate for the duration of this Program.

## B. **ADMISSION OF NON-RESIDENT CANADIAN STUDENTS**

### **DEFINITION**

1. **Resident/Non-residents**

For the purpose of charging tuition fees, "resident" means School Act, Section 100 (1) and (2) "the student is ordinarily resident in the school district and the guardian of the person of the student is ordinarily resident in British Columbia.

### **REGULATIONS**

1. It shall be the responsibility of the Superintendent of Schools, or designate, to approve those programs noted in the policy and to advise the Board of programs that are approved or rejected.
2. Non-resident Canadian students must apply for admission to the District through the office of the Superintendent of Schools, or designate, who will determine the status of each application on its own merits.
3. Fees charged to non-resident Canadian students (if any) will be determined by the Superintendent of Schools, or designate, with reference to the fees being charged in that same year to students in the District International Student Program