

ATTENDANCE OF NON-ALBERTA STUDENTS

Background

The attendance of non-Alberta students in District schools is a means of fostering national and international goodwill and providing valuable learning experiences for participants, guests and hosts. A tuition fee will be charged in respect of an individual who attends a District school and is not a resident student of an Alberta school jurisdiction or part of a reciprocal student exchange program. In most cases, fee paying students must have a study permit to study in Canada. A study permit is required for students applying to study for more than 6 months and must be applied for outside of Canada.

Definitions

1. Exchange student refers to a student on a reciprocal exchange program—i.e. an Alberta student exchanges places with a student from another country. A student on a reciprocal exchange program is eligible for provincial funding (i.e. Rotary Exchange).
2. *Non-resident student* as defined by the Alberta Education School Funding Manual is an individual:
 - 2.1 From a foreign country who is attending school in Canada under a student authorization issued by the Government of Canada and whose parent(s) reside in a foreign country (and are not Canadian citizens),
 - 2.2 From another province who travels into Alberta on a daily basis to attend school in Alberta,
 - 2.3 Who attends a school in Alberta and whose parent(s) reside in another province, or
 - 2.4 Who attends a school in Alberta on a non-reciprocal exchange program.
3. *International student* refers to students whose parents are citizens of and reside in another country. An International student is not eligible for provincial funding. As a result the Board will charge an annual pro-rated tuition equivalent to Base Instruction Funding identified in Alberta Education's Funding Manual. International students must obtain insurance coverage through the District's insurance provider.
4. *Visiting student* is defined as International student who is studying in Alberta under an arrangement made by private organization. A visiting student is also not eligible for provincial funding. As a result the Board will charge an annual pro-rated tuition, equivalent to Base Instruction Funding identified in Alberta Education's Funding Manual. An additional \$10,000.00 will be charged for activities to enhance the visiting student's experience. International students must obtain insurance coverage through the District's insurance provider.

Procedures

1. The following shall apply to Exchange students:

- 1.1 An exchange student is a student from outside of Alberta that is involved in an exchange with a District student for a period up to one school year.
- 1.2 The admission of an exchange student shall be contingent on the following:
 - 1.2.1 An exchange student is in possession of a Student Visa.
 - 1.2.2 The school has available space and a suitable educational program.
- 1.3 The school fees charged an exchange student shall be the same as those charged to a resident student.
- 1.4 The cost of the tuition for the program in which the student is enrolled will be waived.

2. The following shall apply to Non-resident students:

- 2.1 **A student that resides in Canada may be admitted to a District school by the Principal if:**
 - 2.1.1 The school has available space and a suitable educational program.
 - 2.1.2 The student pays the non-Alberta Canadian student fee that is set annually by the Superintendent.
- 2.2 **An International student shall be admitted to a District school if:**
 - 2.2.1 The student has been able to obtain Landed Immigrant Status, or a Student Visa through Canadian immigration authorities. If the student has not obtained Landed Immigrant Status or a Student Visa, then refer to Section #3. All other parts of this section apply.
 - 2.2.2 The Principal is satisfied that the student has satisfactory language skills to be able to benefit from the educational program.
 - 2.2.3 The Principal is satisfied that the student is prepared to meet attendance and conduct requirements.
 - 2.2.4 The student pays the fee that is set annually by the Superintendent.
- 2.3 The Principal shall advise all non-resident student applicants of their acceptance or non-acceptance in writing.

3. Process for International and Visiting students to following when applying:

3.1 To assist International students with obtaining Landed Immigrant Status or a Student Visa:

- 3.3.1 Prospective students will complete an application package that consists of the following:
 - Complete a Student Registration Form for the District
 - Include the following documentation: copy of a valid passport, copy of two years of school transcripts, letter of recommendation from school principal
 - Tuition down payment (\$1500), Application fee (\$100) and Health Insurance Fees of \$50.00 per month/maximum \$400.00 per school year.

3.3.2 Prospective students will then receive a Letter of Acceptance from the District Office (Catholic Education Centre) if the above criteria are met.

3.3.3 When the student arrives, provide a copy of his/her Study Permit, Custodian Declaration form (if applicable), and Student Health Insurance card,

4. Principals will report to the Assistant Superintendent of Curriculum all exchange and non-resident students who wants to or is registered in their schools.
5. Notwithstanding the other guidelines and regulations, schools may choose to accept visiting students, registered with a recognized exchange program, without assessing tuition fees under the following conditions:
 - 5.1 The school recognizes that no grants will be received for this student.
 - 5.2 No costs, other than the loss of tuition fees, will be incurred by the school.
 - 5.3 Textbook fees and material fees will be paid by the student.
 - 5.4 If busing is required, it will be provided only if there is an open seat on the bus.
 - 5.5 The classes available to the student will be limited to ones which have space available and for which prerequisite learner expectations are apparent.
 - 5.6 Any second language instruction must be privately arranged and paid for by the student.
 - 5.7 Schools shall receive 95% of the funding either directly or in-kind to provide services to the student, including "International value-added services".

Reference: Sections 8, 46, 49 and 60, School Act
International School Partnership Bulletin 3.4.1
International Student Bulletin 3.4.2
Student Exchange Bulletin 3.4.3

Cross-Reference: Administrative Policy 504 – Non-Resident Tuition Fees
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