

Administrative Procedures Manual	Administrative Procedure 304
	International Students
	APPROVED: September 2013
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LEGAL REFERENCE:	Sections 3, 8, 12, 13, 16, 31 Education Act

Background

The Division will provide for the admission to its schools of the following categories of students, subject to the requirements of the Education Act and of provincial regulations issued pursuant to it.

1. Students who are not citizens of Canada or landed immigrants (“permanent residents”) upon their qualifying for student status in Canada as determined by Employment and Immigration Canada.

Definitions

In this administrative procedure:

An *international student* means a student whose parents are citizens of and reside in another country.

Procedures

A. Admission of International Students

Eligibility for Admission

1. Subject to the provisions of the following sections below, pertaining to admission of international students, students may be admitted to a school program on a year-to-year basis provided:
 - 1.1 That the student satisfies the admission requirements of this regulation.
 - 1.2 That space, staff and an appropriate program, as determined by the principal of the school to be attended, are available.
 - 1.3 Students must be in Grade 6 or above, those students in Grade 6-9 must be residing with an extended family member.
 - 1.4 That the following requirements have been met:
 - 1.4.1 An admission authorization issued by the Designated Leadership Team Member is obtained and submitted to the principal.
 - 1.4.2 That fee accounts for attendance in a previous school year have been paid in full.
2. In addition to the requirements established above, the admission to a school of international students by whom fees are payable is subject the following:
 - 2.1 Submission of the following to the Designated Leadership Team Member.
 - 2.1.1 Application form; [International Student Application](#)

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- 2.1.2 Payment of the appropriate international student fees in accordance with the Fee Section below;
 - 2.1.3 Translated academic transcript;
 - 2.1.4 Evidence of competence in English consistent with successful participation in the program of study to which admission is requested. This evidence provided must include:
 - 2.1.4.1 A translated student grade transcript showing English as a course of study and
 - 2.1.4.2 An International Test of English Proficiency Exam demonstrating competency at the grade level.
 - 2.1.5 Valid student authorization issued by Immigration Canada.
 - 2.2 Approval of the student's application by the Designated Leadership Team Member.
 - 2.3 Restriction of the total number of international students registered at any given school to a maximum of 10% of its projected enrolment for the next school year unless a higher enrolment is approved by the Principal and by the Superintendent.
3. Admission will not be granted to an international student who has entered Canada on a Visitor's Permit.

Fees

- 4. A schedule of international student fees will be approved annually by the Board which will include:
 - 4.1. An "international student tuition fee" payable when the student's parent lives outside of Canada and the guardian (or the student, if eligible for "independent" status) resides within Alberta.
 - 4.2. A non-refundable processing fee established by the Secretary-Treasurer.
 - 4.3. A medical insurance fee.

Admission

- 5. The admission of international students to a program of study is contingent upon the following:
 - 5.1. Submit the international student application with the non-refundable application fee;

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- 5.2. Once the international student application has been approved; the tuition and insurance fees are to be paid in full prior to the tentative acceptance letter being issued by the School Division.
- 5.3. Once the valid student authorization issued by Immigration Canada and copy of the international student's flight itinerary is received by the School Division, then a New Student Registration Form must be completed.
6. Returning international students must complete all items in section 5.2 and 5.3 as well as provide an updated custodial declaration in order to be accepted for another year of attendance.
7. If fees are not paid in accordance with Section 4 above:
 - 7.1. Neither a letter of admission nor admission to a school will be provided for the international student; and
 - 7.2. Admission will be denied and/or revoked for students with unpaid international student fees.
8. The following fees are payable by all international students when applicable:
 - 8.1. Board mandated fees.
 - 8.2. Transportation fees, as required.
 - 8.3. School fees.

Admission Inquiries and Procedures

9. Responsibility is assigned to the Designated Leadership Team Member for the following functions:
 - 9.1. Responding to inquiries regarding the admission of international student fees.
 - 9.2. Receiving and processing applications for the admission of international students.
 - 9.3. Referring applications to principals and other staff as appropriate for approval and placement.