

Administrative Procedures Manual	Administrative Procedure 304.1
	Student Exchange Programs
	APPROVED: September 2019
Page 1 of 2	AMENDED/REVIEWED:
LEGAL REFERENCE:	Section 3, 4, 13, 43, 52, 53, 222 Education Act

Background

The Grande Prairie School Division recognizes the importance and benefits of providing students with the ability to partake in exchange opportunities and supports the Alberta Education belief that these exchanges play a role in contributing to a student's educational experience, personal growth, and the further development of global perspectives, cultural awareness and their higher level thinking skills.

As such, we recognize and support reciprocal exchange opportunities for both international students and students from other Canadian provinces.

The Division will only recognize and support reciprocal exchanges created, organized or facilitated by Alberta Education, the Alberta Teachers' Association or international exchange programs identified by Alberta Education that last a maximum of one year.

Definitions

Exchange student - a student on a direct or indirect reciprocal exchange program.

Direct reciprocal exchange program - an Alberta student attends school with a partner student in their home country or province and that student returns to spend a portion of the year in our schools.

Indirect reciprocal exchange program - a student from another country comes to Alberta for a school year. Arrangements for these programs are made by a number of recognized organizations including the American Scandinavian Student Exchange (ASSE), Education Foundation for Study in Canada (EF) and Interculture Canada.

Procedures

1. An application for reciprocal exchange must be completed and approved by Alberta Education or other organization noted in the definitions above.
2. Exchange students may attend a Division school if the following have occurred:
 - 2.1 the exchange is approved by principal of the host school and the designated leadership team member;
 - 2.1.1 Approval will be based upon taking into consideration factors including availability of space, course availability, supervision and security measures, finances, etc.

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2.1.2 Fees may be required dependent upon exchange student course selection, participation in field trips, extra-curricular programs, etc. Tuition is waived in cases of reciprocal exchanges.

- 2.2 the required Alberta Education or organization forms have been completed and signed off on;
 - 2.3 evidence of health coverage for the duration of the exchange is provided;
 - 2.4 evidence of the appropriate visa/immigration documents have been provided; and,
 - 2.5 evidence is made that local custody of the exchange student is in place. Please note that the Division does not take any responsibility nor liability for this placement arrangement.
3. Student exchanges are limited to grades 10-12 only.
 4. It is expected that all exchange students applying for admission to Division schools shall have a working knowledge and understanding of the English language.
 5. All exchange students shall be expected to adhere to Division and school policies.