

Administrative Procedures Manual	Administrative Procedure 303
	Admission of Out-of-Province Students
Page 1 of 1	APPROVED: September 2013 AMENDED/REVIEWED: September 2019
LEGAL REFERENCE:	Section 3, 4, 7, 8, 9, 11, 16, 21, 52, 53, 197, 222 Education Act 2019

Background

Out-of-province students may be admitted to the Division in accordance with this Administrative Procedure.

Definition

Out-of-province students are those who are not registered as Alberta residents or whose parents/ legal guardians are not resident Albertans.

Procedures

1. Applications
 - 1.1 The Superintendent or designate has the authority to deal with applications from out-of-province students requesting admission to Division schools.
 - 1.2 All out-of-province applications must be submitted to the Superintendent or designate.
 - 1.3 All correspondence pertaining to admission of out-of-province students must be handled through the Superintendent or designate.
 - 1.4 Out-of-province students who are non-residents of Canada will not be registered unless the appropriate immigration documents are presented.
 - 1.5 Out-of-province students will only be registered provided there is sufficient space in existing facilities.
 - 1.6 Registrations will only take place once appropriate tuition and related fees are paid in full.

2. Tuition Fees
 - 2.1 Out-of-province students, who wish to attend Division schools, shall be assessed full tuition fees established by the Board and any other related school fees.
 - 2.2 The Board, at its discretion, may waive the fees of individual students, upon the recommendation of the Superintendent or designate.