



## Administrative Procedure 235 – International Students

### AP 235 – International Students

#### Purpose

Nanaimo Ladysmith Public Schools (the District) supports an International Student Education Program (ISE) as a means of:

- increasing intercultural and international understanding,
- generating supplementary revenues to be used for resources to support Board goals, and
- ensuring robust enrolment in schools.

The first responsibility of the District is the education of children residing in Nanaimo-Ladysmith who are Canadian citizens, landed immigrants, or in Canada under special circumstances.

#### Procedure

The Superintendent and/or designate has the sole authority to approve the acceptance and enrolment of international students in district schools.

- A. All International Students must register through Central Registration.
- B. International Students who are a landed immigrant or permanent resident, or who are accompanying a parent who possesses a work permit or study permit must register at the Central Vancouver Island Multicultural Center before they register through Central Registration. Central Registration, in collaboration with the International Student Education Office, shall determine whether the student shall be admitted with or without tuition fees.
- C. Fees for fee-paying International Students will be approved by the Superintendent and report to the Board during the budget process. Fees will be based on:
  - market conditions,
  - cost of providing direct educational services and support services,
  - cost of administering the program, and
  - contribution to the overall operating budget.

### 1. ENROLMENT OF STUDENTS WITH AN IMMIGRATION RECORD OF LANDING

#### A. Enrolment of Immigrant Students Without Fee

A student who possesses an immigration record of landing, or who has received permanent residency and can substantiate this with appropriate documentation, will be accepted without fee provided that:

- 1.1 the student is ordinarily resident in the district; and
- 1.2 the parent or legal guardian of the student is ordinarily resident in British Columbia and is living in the District.

The term *ordinarily resident* means residence in the course of the customary mode of life of the student, as opposed to special or occasional residence. A student who is ordinarily resident in the District is one who makes, or intends to make, his/her permanent home in the district, that is, the home where his/her father and/or mother and/or legal guardian permanently resides.

### **B. Enrolment of Immigrants Students with Fees**

A student who possesses an immigration record of landing and who does not meet the residency requirements will be accepted on a fee-for-service basis. Refer to the *Fee Schedule for International Students*.

## **2. ENROLMENT OF INTERNATIONAL STUDENTS**

A student who normally resides outside of Canada may make application as an International Student to the Superintendent and/or designate.

### **A. Enrolment of International Students Without Fees**

An international student may be eligible for Ministry of Education funding and accepted without fee if they qualify under any of the following categories. The student:

- 1.0 possesses a valid Study Permit and whose parent or legal guardian:
  - i) has been admitted to Canada on a Study Permit, and
  - ii) is registered in a two-year diploma or a four-year degree program at Vancouver Island University; and
  - iii) is resident in School District No. 68 on September 30<sup>th</sup>.
- 3.0 qualifies under further categories stipulated by the Ministry of Education. It shall be the responsibility of Central Registration and the International Student Education Department to ensure that district practice is in keeping with current Ministry guidelines.

### **B. Enrolment of International Students with Fees**

#### **1.0 Application and Acceptance**

An international student who does not qualify for enrolment in district schools without fee may be granted permission to attend district schools as a fee-paying international student as follows:

##### **1.1 Application**

###### **1.1.1 Age Qualifications**

- i) The International Student Education Program is for students aged 5 to 18 years of age, enrolled in school Grades K to 12.

### 1.1.2 Making Application

A student may apply to the Superintendent and/or designate by submitting:

- i) the appropriate School District 68 application form, completed in full;
- ii) the required documentation as indicated on the application form; and
- iii) a non-refundable Application Fee (refer to Fee Schedule)

The application will not be processed without all the above requirements.

### 1.2 Payment of Tuition Fees

The student shall pay tuition fees in full, upon verification of acceptance as follows:

- i) Tuition will be levied according to the current *Fee Schedule for International Student*, maintained in the office of the Secretary-Treasurer.
- ii) Tuition will be prorated in cases where the Superintendent and/or designate admits a student for less than the full year or semester.
- iii) Additional fees will be levied if additional services are required. The Superintendent and/or designate will determine such fees on a case-by-case basis in consultation with the Secretary-Treasurer and/or designate.
- iv) In special cases, such as those dictated by economic conditions or laws of foreign countries, the Superintendent and/or designate may approve alternative payment plans for individual students, such as payment of an immediate sum with subsequent instalments.

### 1.3 Letter of Acceptance

Upon receipt of fees, the Superintendent and/or designate shall issue an *Official Letter of Acceptance* which the student will present to the Canadian High Commission, Embassy, or Consul in his/her home country for the purposes of Student Authorization by Citizenship and Immigration Canada. A *Conditional Letter of Acceptance* may be issued by Central Registration to families who will be studying at Vancouver Island University or immigrant families who are applying for residency.

### 1.4 Enrolment in a School

Enrolment in a school, once all above conditions have been met, is dependent on the student being granted a *Study Permit* by Citizenship and Immigration Canada, or for short-term students an eTA (Electronic Travel Authorization), or visitor visa. Placement in a school will be at the discretion of the Superintendent and/or designate.

### 2.0 Refunds

The following refund policy will apply:

- 2.1 The Application Fee is non-refundable.
- 2.2 All requests for refunds must be in writing.
- 2.3 A full refund of all fees, except the Application Fee, will be paid if a *Study Permit* is not provided by Immigration Canada, or the student is not able to attend due war, pandemic, serious illness, or family issues.
- 2.4 A fifty percent refund of tuition will be paid if the student withdraws prior to the end of the first month of his/her program.
- 2.5 No refund of the tuition will be paid if the student completed the first month.
- 2.6 No refund of tuition will be paid if the student is dismissed from the International Student Education Program due to violation of program rules.
- 2.7 No refund of tuition will be paid if the student is unsuccessful in two homestays due to serious problematic behaviour on the part on the student.
- 2.8 One-half (1/2) of tuition fees will be refunded if a student's immigration status changes after September 1, but prior to September 30<sup>th</sup> of the year for which the tuition has been paid.
- 2.9 No refund of tuition will be paid if the student's immigration status changes after September 30<sup>th</sup> of the year for which the tuition has been paid.
- 2.10 If a student withdraws or is dismissed from the ISE program and does not complete his/her program, the balance of the homestay fees and medical fees will be refunded.

### 3.0 Medical Insurance

All international students must have comprehensive health and accident insurance purchased through the International Student Education Office.

- 3.1 The student will submit to the school district a premium sufficient to cover the duration of the student's enrolment. Refer to the *Fee Schedule for International Students*.
- 3.2 The Superintendent and/or designate shall register the student and make payment for appropriate medical coverage through a recognized provider while the student is registered with School District No. 68.
- 3.3 Any sum remaining in the account held on behalf of the student on completion of the student's enrolment shall revert to the school district.

### 4.0 Custodianship

In compliance with the guidelines of Citizenship and Immigration Canada, all international students must be under the care of a custodian. For students enrolled in the district's Homestay Program, this will be the school district, in which case the designated official will be the Superintendent or designate. Students placed in private homestay families must provide a notarized custodianship document to the International Student Education Program unless they are in the care of a natural parent.

### 5.0 Homestays

All international students' living arrangements details, name of host parent/custodian/guardian/or natural parent, and street address will be provided to the district. For the majority of students this will be a homestay arranged by the International Student Education Program.

#### 5.1 Homestay Placements

- i) Homestay families will be approved for hosting through an application process that includes an interview of the family and an inspection of the home.
- ii) All persons over the age of 19 residing in the home will submit to a 'Criminal Record Check'.
- iii) The host parent will sign a Homestay Agreement and a *Homestay Remuneration Agreement* with the school district. These agreements will stipulate responsibilities of the school district and the host family and will dictate the procedures for payment of homestay room and board remuneration to the family.

#### 5.2 Homestay Fees

- i) The student will pay to the district, prior to their arrival in Canada, the full fees for homestay for the duration of the stay unless installment payments have been arranged through the International Student Education Office.
- ii) This fee will be held on behalf of the student in an account with the district. The district will make regular payments on the student's behalf to the homestay parent on the second Friday of each month for the duration of the stay.  
No family may demand any other fee for service that is not listed in the Fee Schedule.
- iii) Homestay payments for respite, partial months, short-term programs, and summer programs shall be stipulated on the *Homestay Remuneration Agreement*, signed by the homestay family for each month.
- iv) Any sum remaining in the account held on behalf of the student on completion of the student's enrolment shall revert to the school district.

### 6.0 Returning Students

International students who meet age qualifications may continue their studies for a further period of time as follows:

- i. Acceptance for a further year of study will be at the discretion of the Superintendent and/or designate.

- ii. The student will pay by May 31<sup>st</sup> their full program fees, as per the current *Fee Schedule for International Students* unless installment payments have been arranged through the International Student Education Office.
- iii. The district will then issue an *Official Letter of Acceptance* to facilitate them being granted an extension of their Student Authorization by Citizenship and Immigration Canada.

### 7.0 Staffing and Student Supports

- i. For school-based staffing purposes International Students are considered to be regular students therefore schools will be staffed using budgeted staffing formulas.
- ii. For students whose English skills significantly impede their progress in academic classes, the International Student Education Department will make provision for funding specialized English Language Learners (ELL) instruction which may include English Language Development classes.
- iii. Additional staffing to support International Students may be allocated to schools with a significant number of International Students as deemed appropriate by the International Student Program Office.
- iv. Homestay Coordinators will be staffed using a ratio based on the number of District homestay placements to ensure the district's liability risk is limited.
- v. The International Student Program Office will establish a fund to support additional costs incurred for International Students. A portion of the funds may be allocated to schools as deemed appropriate by the International Student Program Office.

Effective: 1979.02.14

Revised: 1990.06.13, 1993.06.23, 1999.09.29, 2004.04.29, 2004.11.24, 2007.02.28, 2009.01.28, 2015.08.22; 2022.04.13

Reference: *Fee Schedule for International Students*