

Coast Mountain School District No. 82

Education Administration

Date Adopted: Oct 6, 2004

2510: International Students

POLICY

The Board of School Trustees supports the integration of international students into District schools as a means of increasing intercultural and international understanding.

The Board recognizes specific circumstances under which international students may be admitted to District schools. Included in these circumstances are:

International Student Exchanges
The District International Student Program

The Board recognizes that additional resources will be required in order to develop its program and to ensure that other program service levels are maintained.

Regulations

1. Landed immigrants shall be granted the same educational privileges as Canadians.
2. Permission to attend school will be granted to children of persons holding employment visas, subject to the student obtaining a student visa.
3. Non-Canadian children who are visiting a close relative or friend for a limited period of time may be permitted to attend school as visitors, provided the Superintendent of Schools is satisfied that no undue strain is placed on school district resources. The school is not expected to assume responsibility for instruction, evaluation, and reporting of progress.
4. Other categories of non-Canadian students will not ordinarily be granted permission to attend unless the cost of educating the student will be borne by a party other than the Board. (Reference: Ministry of Education, Skills and Training Directive August 28, 1997).
5. Students eligible to be claimed on Form 1701 are exceptions. ("An exception to the above may be where a non-Canadian student is living in Canada pending legal guardianship by a Canadian citizen.") Each student must obtain a student visa.
6. Applicants are to make their requests in writing to the office of the Superintendent of Schools. Applications must be approved by the Superintendent of Schools prior to attending school in Coast Mountains School District 82.
7. Offshore students shall be allowed to attend school in School District 82 subject to space being available and subject to the payment by certified cheque for an amount equal to the school district's average pupil cost for the forthcoming year. This tuition cheque is to be received by the Secretary Treasurer by August 15. Offshore students will also be expected to pay the normal course and school charges.
8. The Superintendent of Schools shall assess the student's competency in English. If E.S.L. help is deemed necessary the tuition fee mentioned in (8) shall be increased by an amount necessary to pay for the E.S.L. instruction.

9. An international student who is attending school on a reciprocal and equal exchange will be eligible providing the exchange is a one in/out of the same district for the same length of time and the exchange is completed within two years.
11. Responsibility for administering this policy is delegated to the Superintendent of Schools.

ADMINISTRATIVE PROCEDURES

1. International Students

International students are not “ordinarily resident” in the District. The *School Act, s 100(1)* requires that the Board provide educational programs free of charge only to those students resident in its school district. For the purposes of Section 100(1), a student is resident in the school district if (a) the student is ordinarily resident in the School District; and (b) the guardian of the person of the student is also ordinarily resident in British Columbia.

Tuition fees will therefore be charged to these students, except for those in items 2 and 12 below.

2. Student Exchanges

International student exchanges are sponsored by the District or private organizations sanctioned by the District whereby international students are admitted to the District in exchange for similar services being provided to local students abroad. An “exchange” student is one involved in a reciprocal exchange, i.e. there are equal numbers of in-coming and out-going on a District basis. The board receives fiscal funding for this student and tuition fees would not be charged.

3. Approval of Applications

- (a) All international and exchange student applications will be submitted to the International Student Program office for approval in accordance with these procedures.
- (b) Where, because of extraordinary circumstances, an international student is unable to comply with these procedures, application for admission may be dealt with by Board resolution, upon the recommendation of the Superintendent.

4. Program Options

- (a) A one-year English instruction program.
- (b) An Academic program (incorporating English as a Second Language) leading to British Columbia graduation.

5. Admission Requirements

- (a) Students shall provide documented proof of satisfactory academic standing in country of origin.
- (b) Students who wish to register in the academic program leading to B.C. graduation must demonstrate a proficiency in English that will enable them to successfully handle Grade 11 course work.
- (c) Students must provide a letter regarding behaviour and academic ability in support of the student's application.
- (d) Students shall comply with the requirements of Citizenship and Immigration Canada.
- (e) Students shall accept, in writing, prior to departure for Canada, the terms and conditions of the District program, including homestay fee arrangements as set by the Board, medical insurance, travel requirements and program rules. A participation Agreement signed by both the parent and the student is required.
- (f) Students planning to attend for less than three years will be advised that mastery of the English language to the level required to achieve graduation usually takes a minimum of three years and often four or more years.

6. Fees

- (a) The District will charge tuition fees to those international students involved in the District International Student Program.
- (b) Tuition fees for District International Students are set annually by the Board, in November, for the next school year. Tuition fees are payable directly to Coast Mountains School District 82 when the student is accepted into the program.
- (c) Homestay fees for District International Students are set annually by the Board, in November, for the next school years. Students are required to pay homestay fees directly to the Board.
- (d) Students must be invited to return to the program annually. Students who have been invited to return will be asked to pay the annual fees before June 30th. Students who have not paid will not be guaranteed a place in the program the following September.
- (e) A schedule of fees will be submitted to the Board by November 30th.
- (f) Students on a reciprocal exchange program will pay a fee for medical insurance, administrative costs and school fees beyond tuition; Rotary exchange students are exempt.
- (g) Students who withdraw (or are withdrawn) from the program shall receive tuition refunds according to the following schedule:

Semester 1:	Between September 1 st and October 1 st	50% refund
	After October 1 st	0% refund

Semester 2: Between Feb 1st and March 1st
After March 1st

50% refund
0% refund

7. **Application Procedures**

To apply for admission to the program students must:

- (a) apply from their country of residence;
- (b) complete an application form, with supporting academic transcripts and letter of support;
- (c) submit a non-refundable application fee (applications will not be processed without this fee);
- (d) be accepted by the Board of School Trustees, in writing;
- (e) make their own visa arrangements with the Canadian Consulate in their country of residence; the School District will provide a letter of acceptance to the school;
- (f) agree to the homestay arrangements made on their behalf by the Board.
- (g) make their own travel arrangements to the Terrace airport.

Medical Insurance

All residents of British Columbia are required by law to purchase medical insurance through the Medical Services Plan (MSP) of B.C. School District 82 has a group insurance policy for its international students and for interim medical insurance, which is required during the three-month waiting period the MSP coverage.

The School District provides this medical insurance coverage to all its international students for an annual fee. Even if international students leave the country during summer vacation, they are required to maintain their medical coverage. MSP coverage, therefore, covers students for twelve months a year. The annual payment is added to the tuition and homestay charges each year.

Landed immigrant students who already have MSP coverage may opt out of the group plan by showing their MSP CARE card to program staff. All other international students are required to participate in the group plan. The fee also covers an Accident Reimbursement Policy.

8. **Placement**

Placements of students in schools, academic programs and homestays shall be the prerogative of the District.

School and academic program placement shall be based upon District assessment of student aspiration, academic records, demonstrated academic competence, English proficiency and age.

9. Expanded Services

It is the prerogative of the District and individual schools to require students to avail themselves of expanded services for international students, such as orientation classes, ESL classes, etc.

10. Scholarships

International students are not eligible to compete for provincial scholarships and may not compete for local scholarships.

11. Homestay Guidelines

- (a) All students in the International Program are required to stay in a homestay which has been screened by School District staff.
- (b) The homestay family will follow all the provisions contained in the Homestay Agreement.

12. Landed Immigrant Status

- (a) All students from out of District must apply to the Superintendent, or designate, to attend school in School District 82, and applications will be considered on a case-by-case basis.
- (b) Landed Immigrants not ordinarily resident in the District may be admitted to District schools on a fee-for-service basis. The expression “ordinarily resident” carries a restricted significance which is held to mean residence in the course of the customary mode of life of the student as opposed to special or occasional or casual residence. For example, 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 mother and/or father and/or guardian permanently reside. Students who require homestay services are not “ordinarily resident” in the District.
 - i. Out of District landed immigrant student may be admitted to District schools as full fee-paying students in the same way and with the same services as international students;
 - ii. Out-of-District landed immigrant students whose parents are resident in British Columbia (or international students who become landed after acceptance to the District) may apply for a fee reduction on the basis of reduced service. Such students who require only minimal ESL support will be charged a reduced tuition fee for the school year and will be expected to pay all course fees, textbook rentals, etc. themselves. This fee will be set in November, annually, by the Board. They will also be expected to pay costs if they choose to participate in any international student program trips or activities.

- iii. Students who become landed after November 1st will receive no refund of tuition fees.
- iv. Out-of-District immigrant students are required to live with a homestay family which has been screened and selected by the District.
- (c) Homestay families of out-of-District immigrant students are subject to the same regulations as other international homestay families.
- (d) Out-of-District immigrant students will pay homestay fees to School District 82 and the District will pay homestay families at the same rate as other homestay families.
- (e) The Board retains the right to limit the total number of out-of-District immigrant students accepted annually as regular students.

13. Dismissal Process

- (a) Participation in the International Student Program is a privilege and:
 - i. Students are required to accept and follow the rules of the program, including specific program rules, school rules and reasonable homestay rules;
 - ii. Students are required to make a reasonable effort to achieve academic success while in the program;
 - ii. Students are required to obey the terms and conditions described on the Student Authorization as issued by Citizenship and Immigration Canada;
 - vi. Students are required to abide by the law of Canada and British Columbia.
- (b) If a student violates any of the above, he/she may be dismissed from the program.
- (c) Students new to the program and their parents will be given a copy of the School District regulations regarding international students, including the dismissal process, the refund policy, the International Program rules, and District Policy on Student Conduct. These will be provided in the student's first language, if necessary.
- (d) Students may be dismissed from the program by not being invited back. In April of each year students may be invited in writing to return the following year. Invitations may be withheld if:
 - i. academic performance has been less than satisfactory due to lack of effort or attendance;
 - ii. the student is unable or unwilling to comply with the School District or

- Program rules and has been involved in a number of minor rule infractions;
- iii. the student has had several homestay families and in the opinion of the Program staff, is unable to succeed in a homestay situation;
 - iv. Students who are not invited back will be informed in writing of the reasons and given suggestions for alternative programs of study.
- (e) In the event of a student breaking the law or committing a grave violation of a school rule affecting the safety of other, he/she may be immediately dismissed from the Program. The parents of the student and the homestay parents will be advised in writing of the violation and the consequence.
 - (f) Usually, where a student violates the rules, the student will be advised in person of the violation and the expected behaviour (verbal warning). The student will be given assistance to ensure that he/she understands the violation and the expected behaviour.
 - (g) Should rule violations persist after a verbal warning, the student will be advised, in writing, of the violation, the expectations for correction and appropriate timelines for correction. The parents of the student and the homestay parent will also be informed.
 - (h) Parents/guardians and the student shall be given the opportunity to respond to the concerns and to propose remedies or to provide information should they believe an error in fact has occurred.
 - (i) Should violations be repeated and be sufficiently grave to warrant dismissal in the opinion of the Program Coordinator, the School District Superintendent, or the school administration, the student and his/her parent will be advised, in writing, that the student is dismissed for cause. Letters of Dismissal for Cause shall be forwarded to the parent or official guardian by registered mail or courier.
 - (j) At this time arrangements shall be made with the parents or guardian of the student for removal from the school and homestay in a timely manner with return to the student's home country an expectation.
 - (k) Copies of Letters of Dismissal for Cause shall be made available to Citizenship and Immigration Canada.
 - (l) Students and their parents may appeal this decision to the Board of School Trustees according to School District Appeal Procedures.

Fee Schedule

Recommended as follows:

i.	Application Fee	\$ 100
ii.	Tuition Fee	\$ 11,000 per year \$ 6,000 per semester
iii.	Homestay Fees	\$ 600 per month
iv.	Medical Insurance	\$ 700 per year
v.	Partial Tuition Fee for Out-of-District Landed Immigrant Students	\$ 7,000 per year



Coast Mountains School District 82

(250) 635 4931 1 800 665 6134 Fax (250) 635 4287

INTERNATIONAL STUDENT EDUCATION

APPLICATION FOR ADMISSION

Student Information

Family Name Given Name Middle Name

Street Address

City Country

Birthdate: Day Month Year Sex: Male Female

Telephone: Fax: Citizenship:

Parents:

Father's Name Mother's Name
Father's Address (if different from above) Mother's Address (if different from above)
Father's Occupation Mother's Occupation

Emergency Contact Information

In case we cannot reach your parent or agent

Name Relationship to you

Home Telephone Work Telephone

- I want to apply for Grade 8 9 10 11 12 Other:
I want to begin September February Other Year: 20
I want to attend for: One Semester Academic Year Graduation Short Term: From to
My English Skills are: Beginner Intermediate Advanced

- When I Graduate, I intend to:
Apply to a university in Canada Apply to a university in USA
Apply to a university in my home country Attend a college or technical school

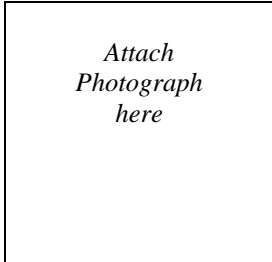
Signatures

Student Signature

Date

Parent Signature

Date



Please forward your application to:

**Coast Mountains School District
International Student Education
3211 Kenney Street
TERRACE, British Columbia V8G 3E9
CANADA Fax: (250) 635-4287**

Be sure to enclose the following with your application:

- **An official copy of your school transcripts for the past three years**
- **A copy of your school transcripts translated into English**
- **Proof of age**



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INTERNATIONAL STUDENT EDUCATION

STUDENT PARTICIPATION AGREEMENT

Student: _____ Birthdate: ____/____/____
Family Name Given Names Year / Month / Day

A. International Student Education Program Rules

For the health, welfare, and academic success of the student, the following rules are to be obeyed.

The student must:

1. abide by the laws of Canada.
2. not drink alcoholic beverages or use drugs or medications unless prescribed by a doctor.
3. not drive any motor vehicle other than his/her own. Only students 19 years of age are permitted to own a car, with written permission from the Coordinator of International Student Education.
4. obtain written permission from ISE Program staff for overnight trips outside of Terrace. Only students 19 years of age are exempt from this strict rule.
5. abide by school rules, obey teachers, attend school daily unless ill, and maintain at least a 60% average in studies.
6. show respect for the host family and abide by homestay rules.

Infractions of any of the above rules may result in dismissal from the International Student Education Program, immediate return to the home country at the expense of the student, and notification to Immigration Canada.

B. Refund Policy

1. The Application Processing Fee is non-refundable.
2. All requests for refunds must be in writing.
3. A full refund of all fees except the Application Processing Fee (\$100) will be paid only if a Student Authorization is not provided by Immigration Canada. The student must submit to the School District a letter of rejection from the High Commission, Embassy, or Consul.
4. One-half (1/2) of the full tuition will be paid if the student withdraws prior to the end of the first month of his/her program. In the case of a program starting in September, this is October 1st. In the case of a program starting in February, this is March 1st.
5. No refund of tuition will be paid if the student is dismissed from the ISE Program due to violation of the above rules.
6. No refund of tuition will be paid if the student is unsuccessful in two homestays due to serious problematic behaviour on the part of the student.
7. Articles 4, 5, and 6 above will apply to the Homestay Placement Fee.
8. The tuition deposit paid by a returning student against the tuition for the following school year is non-refundable.
9. A full refund of tuition will be paid minus a \$500 administration fee if the student's immigration status changes after the Official Letter of Acceptance has been issued but prior to September 30 of the year for which the tuition has been paid.
10. No refund of tuition will be paid if the student's immigration status changes after September 30 of the year for which the tuition has been paid.
11. In all cases when a student leaves the ISE Program the full balance of medical and homestay fees, after payment of outstanding claims will be refunded.

C. Medical Authority and Release

We, as parent/guardians of the undersigned student, do hereby authorize the School District staff and the sponsoring homestay parents to consent to any X-ray examinations, anesthetic, medical or surgical diagnosis or treatment or hospital care which is deemed advisable by, and is rendered under the general supervision of any licensed physician or surgeon, whether such treatment or diagnosis is rendered at the office of said physician or surgeon or at a hospital.

