

ENROLMENT OF INTERNATIONAL STUDENTS

- POLICY -

The Board of Education supports the integration of international students into district secondary schools as a means of increasing inter-cultural and international understanding.

The Board will only enroll **without tuition** charge students:

- a) who are Canadian citizens;
- b) who are dependents of landed immigrants;
- c) who are participating on a reciprocal and equal basis in a Board approved formal exchange program within a two-year time span;
- d) whose parents have been admitted under a teacher exchange program;
- e) who are residents of the North Island by virtue of a court order regarding custody.

The Board may at its discretion enroll foreign students who meet the requirements of Immigration Canada and charge them or their guardian a fee for tuition. The annual fee will be \$11,000, excluding homestay fees, and any fee or commission payable to a recruiting agency. In addition, if educational services beyond the regular classroom are to be provided, the tuition fee will be increased accordingly.

- REGULATION -

1. ADMISSION REQUIREMENTS

- 1.1 Applications from International Students will be accepted for enrolment in School District No. 85. Normally, International Students are accepted for enrolment in September of each year.
- 1.2 Students shall apply in writing to the Superintendent of Schools, or designate. Applications must include a transcript of marks, immigration clearance documentation, and supporting letters of reference.
- 1.3 International students must demonstrate proficiency in English sufficient to enable academic success; if additional support in English-as-a-second language is required, these services will be provided with additional tuition fees.

- 1.4 Applicants are required to participate in a telephone interview with a member of the school staff to determine the student's level of English competency. This telephone interview will be at the expense of the applicant. The applicant may also be asked to reply to an email in order to determine the student's level of written English.
- 1.5 Prior to being accepted for enrolment in School District No. 85 (Vancouver Island North), students may be required to write an ESL competency test. The results of the test will assist school personnel in determining the grade placement and the support services required for the student.
- 1.6 School District No. 85 reserves the right to determine final school and grade placement. This will be contingent upon:
 - 1.6.1 space availability;
 - 1.6.2 previous academic performance as determined by review of transcript from the previous year;
 - 1.6.3 English proficiency: If English language help and support may not be available at the requested school, School District No. 85 would reserve the right to place the student in a school which has an appropriate program;
 - 1.6.4 Enrolling Grade: School District No. 85 will determine the grade placement of each International Student based on age, assessment results and previous school experience.
- 1.7 Proof of guardianship for students eighteen (18) years of age and under shall be required.
- 1.8 Before an international student is accepted for enrolment, the international student shall provide proof of appropriate medical coverage and establish proof of overall good health.

2. FEES/REFUNDS

- 2.1 The current annual fee for International Students is \$11,000.00. A non-refundable \$2,500.00 deposit is required to process the application.
- 2.2 Fees for newly accepted applicants must be paid in full by June 30th prior to the September in which the student will enroll in the district.
- 2.3 Fees for International Students previously enrolled in the district must be paid in full by August 15th.
- 2.4 Students who withdraw before acquiring a student visa and before school start-up will be fully refunded, minus the \$2,500.00 deposit.

- 2.5 Students who withdraw after receiving their student visa, or after school start-up will not be refunded any portion of their \$11,000.00.
- 2.6 The Board is not responsible for costs involving travel arrangements, accommodations or any medical expenses of International Students.
- 2.7 Homestay fees for International Students are set by the Board. Students are required to pay the homestay fee directly to the Board.

3. HOMESTAY GUIDELINES

- 3.1 All students in the International Program are required to stay in a homestay which has been screened by School District staff and/or International Program staff.
- 3.2 The homestay family will follow all of the provisions contained in the Homestay Guidelines.
- 3.3 The homestay family will provide the student with a clean, supervised environment during the student's stay in the home.
- 3.4 The student will be provided with the student's own room with appropriate storage including a bed, bedding, and a desk and a study lamp.
- 3.5 The student will be given reasonable use of the home and facilities.
- 3.6 The student will be provided with three nutritious meals on each day of the student's stay with the homestay family.
- 3.7 The student will not be charged any fees in addition to those expressly provided in this Homestay Agreement during the student's stay with the homestay family.
- 3.8 A home visit will be conducted.
- 3.9 All members of homestay families over the age of 16 are required to undergo a criminal record check.

4. DISMISSAL PROCESS

- 4.1 Participation in the International Student Program is a privilege, and:
 - 4.1.1 students are required to accept and follow the rules of the program, including specific program rules, schools rules and reasonable homestay rules.

- 4.1.2 students are required to make a reasonable effort to achieve academic success while in the program.
 - 4.1.3 students are required to obey the terms and conditions described on the Student Authorization as issued by Citizenship and Immigration Canada.
 - 4.1.4 students are required to abide by the laws of Canada and British Columbia
 - 4.2 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 Policies related to Safe Schools and Student Conduct.
 - 4.3 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:
 - 4.3.1 academic performance has been less than satisfactory due to the lack of effort or attendance
 - 4.3.2 the student is unable or unwilling to comply with School District or program rules, and has been involved in a number of minor rule infractions.
 - 4.3.3 the student has had several homestay families and, in the opinion of program staff, is unable to succeed in a homestay situation.
- Students who are not invited back will be informed in writing of the reasons, and given suggestions for alternative programs of study.
- 4.4 In the event of a student breaking the law or committing a grave violation of a school rule affecting the safety of others, 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.
 - 4.5 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.
 - 4.6 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 parents will also be informed.

- 4.7 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 has occurred.
- 4.8 Should violations be repeated and/or be sufficiently grave to warrant dismissal in the opinion of the School District Superintendent, or designate, the student and his/her parents 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.
- 4.9 At this time, arrangements shall be made with the parents or guardians of the student for removal from the school and homestay in a timely manner with return to the student's home country. All expenses associated with the removal of the international student from our school district shall be charged to the student's parents/guardians.
- 4.10 Copies of Letter of Dismissal for Cause shall be made available to Immigration Canada.
- 4.11 Students and their parents may appeal this decision to the Board of Education, according to the School District Appeal Bylaw procedures.