

Section:	School Administration
Title:	International Student Enrollment

Purpose

To establish the application procedure for registering international students in Mission Public Schools.

Guidelines

1. Students are considered international students who
 - a. are not Canadian citizens, or
 - b. do not have permanent residence status
2. International students may be enrolled in the District International Student Program subject to the policies and regulations under Immigration, Refugees and Citizenship Canada (IRCC).
3. The British Columbia Ministry of Education does not provide funding for International students. As such, the School District will levy fees or charges to cover the costs of education.

Definitions

1. Fee Paying Students
 - a. International students may be enrolled in District Schools subject to paying the registration fees as outlined in the International Student Registration Fees procedure.
2. Fee Exempt Students
 - a. International students may be enrolled in District schools without paying international student registration fees if they fall into one (1) of the following categories:
 - i. attending school on a reciprocal and equal exchange. This exchange must be on a “one in/one out” ratio with the same District for the same length of time, with the exchange completed within two (2) years.
 - ii. a refugee claimant with an acknowledgement letter from the IRCC and whose parent(s) are ordinarily resident in Mission, British Columbia.
 - iii. a child of a parent(s) who has been admitted to Canada for permanent residence and can substantiate this with documentation from IRCC, and whose parent(s) is ordinarily resident in Mission, British Columbia.
 - iv. a child of parent(s) who has been admitted for temporary residence in Canada,
 1. who holds a Study Permit valid for a term of one (1) year or more,
 2. who is attending an accredited public post-secondary institution in a degree or diploma program, and
 3. who is ordinarily resident in Mission, British Columbia.
 - v. a child of a parent who has been admitted for temporary residence in Canada who holds a Work Permit valid for a term of one (1) year or more, and who is ordinarily resident in Mission, British Columbia.
 1. the Work Permit must specify an employer and the request for enrollment of the child must be accompanied by the Letter of Employment and a pay receipt issued by the employer.
 2. The authorized work identified on the Work Permit must be a salaried/paid position of at least minimum wage as defined in British Columbia and a minimum of 30 hours per week.
 3. The Work Permit holder must meet residency requirements as outlined by the Ministry of Education for funding purposes which means the parent must provide

evidence of residency in Mission BC and must maintain an ongoing presence (ordinarily resident status) in Mission BC.

4. Open Work Permits may be accepted in support of enrollment of a student as fee exempt student provided the student's guardian demonstrates proof of residency (as outlined in our Proof of Residency requirements), provides the requested documentation of employment in the Mission or surrounding area, and submits documentation of ongoing employment as required.
- vi. a child of a parent(s) who has been admitted as a temporary resident in Canada under a teacher exchange program.
- vii. a child of a parent(s) who is carrying out official duties as diplomatic or consular official and is able to substantiate this with a Foreign Representative Acceptance Counterfoil or Diplomatic Visa in the parent(s) passport. An appointment letter from the embassy or consulate stating the position and length of term must also be submitted.
- viii. a child of a legal guardian as defined by the Ministry of Education through the Divorce Act, the Family Relations Act, the Infants Act, and the Child, Family and Community Service Act.

Procedures

3. Application Criteria

- a. International students may apply to enroll in Mission Public Schools as a full-time International Student in an elementary or secondary school if they meet the following criteria:
 - i. Demonstration of functional literacy in English
 - ii. Indication of acceptable academic ability
 - iii. Live in an approved homestay, or with their parent(s) or legal custodian (over twenty-five (25) years of age), who will maintain adult supervision throughout the study period.
 - iv. Elementary school students will only be enrolled if they are living with a parent or have the approval of the Superintendent or designate.
 - v. Pay the appropriate fees for the program, including the application fee, medical insurance fees, tuition fees and homestay placement fees as required.
 - vi. Pay any additional fees as determined by the District, for the costs associated with any specialty programs the student is enrolled in with the District, such as AP, Academics, and other specific school-based programs.
- ii. Students who begin as a fee-paying International student prior to September 30th and have a change in status after September 30th, will remain as a fee-paying student until the next school year.
- iii. It is the family's responsibility to ensure that all supporting documents as a non-fee paying international student are kept current or they may not be eligible to maintain their non fee-paying status in the School District.

Approved by the Superintendent: June 2022

Cross Reference: