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| Section: | School Administration |
| Title: | Residency in British Columbia |

Purpose

In accordance with **section 82(2)** of the *School Act* and the Ministry of Education's policy, *Eligibility of Students for Operating Grant Funding*, students must be 'ordinarily resident' in British Columbia. The procedure defines 'ordinarily resident', and the documentation needed to confirm the residency for Ministry funding purposes.

Ordinarily Resident

1. In accordance with **section 82(2)** of the *School Act* and the Ministry of Education's policy, *Eligibility of Students for Operating Grant Funding*, the Board of Education identifies a student to be 'ordinarily resident' if a student is a resident in the province of British Columbia and the student's parent(s) / legal guardian(s) are ordinarily resident in British Columbia.
2. Sufficient evidence must be supplied to meet the criteria of ordinarily resident. If the school principal / vice principal is unsure if the evidence provided is sufficient, then the principal / vice principal may request additional information or investigate the matter further. If the parent / legal guardian of the student is unable to produce sufficient evidence to satisfy the principal or vice-principal, the student cannot be registered in the school and the principal / vice principal should contact the board office for clarification.
3. Students that are not ordinarily resident in British Columbia may be able to register by paying International Tuition fees or Out of Province Tuition fees.
 - a. Students registering as International Students must coordinate registration through the International Education department.
 - b. Students registering as out of province students, must coordinate and confirm their registration through the office of the Superintendent.

Procedure

1. Proof of Residency in BC

- a. The Proof of Residency document must include the address of residence. The address of residence must be the same as the address provided on the registration forms. Any of the documents listed can be produced to verify that a student is ordinarily resident in British Columbia:
 - Parent / Legal Guardian BC CareCard; Parent / Legal Guardian BC Services Card; Parent / Legal Guardian BC Identification Card
 - Parent / Legal Guardian BC Driver's License Card
 - BC Rental / tenancy agreement – displaying name and address
 - Accompanied by a BC Utility bill (Hydro, Gas, or Cable) – displaying name and address
 - BC Property purchase agreement – displaying name and address
 - Accompanied by a BC Utility bill (Hydro, Gas, or Cable) – displaying name and address
- b. If the primary identification is unavailable, schools have the ability to request additional documentation as outlined by the Ministry of Education policy document, *Eligibility of Students for Operating Grant Funding*:
 - Ownership of dwelling or long-term lease or rental of dwelling
 - Residence of spouse, children and other dependent family members in the dwelling
 - Legal documents indicating British Columbia residence
 - Employment within the community
 - Parent or legal guardian filing income tax returns as a BC resident
 - Provincial registration of an automobile
 - Canadian bank accounts or credit cards
 - Links to the community through religious organizations, recreational and social clubs, unions and professional organizations

- Subscriptions for life or health insurance, such as MSP coverage
- Business relationships within the community.

2. Temporarily Absent

Students may be temporarily absent from British Columbia, yet retain status as ordinarily resident in British Columbia if:

- i. The parent or legal guardian remains resident in British Columbia while the student is temporarily absent. Documentation is required as evidence that the student will be returning to the parental / legal guardian home at the end of this temporary absence;
- ii. The student is temporarily absent from the province with the parent or legal guardian. Documentation is required as evidence that the student and parent or legal guardian will be returning to British Columbia.
- iii. Some exchange students, athletes competing at elite levels, and students involved in extended travel or self-funded studies overseas could be considered ordinarily resident in British Columbia;

Approved by the Superintendent: June 2022

Date Amended: June 2024

*Cross Reference: [Catchment Areas, Cross Boundary, Schools of Choice, and Programs of Choice Policy](#)
[Catchment School Student Registration Process Procedure](#)
[K – 12 Student Registration Form](#)
[Cross Boundary School Application Procedure](#)
[Cross Boundary Application Form](#)
[School of Choice Application Procedure](#)
[School of Choice Application Form](#)
[International Student Enrolment Procedure](#)*