

Administrative Procedure 303 - Foreign Students

Background

The Division believes that opportunities from having foreign students enrolled within our schools or being involved in a reciprocal exchange program provide a wealth of benefits to our school community.

Procedures

1. Foreign students will be accommodated at no cost to the Division.
2. Principals are responsible for authorizing the admittance of a foreign student, (i.e. a student who is not a citizen of Canada, or a landed immigrant, or a child of a person admitted to Canada for permanent or temporary residence; and who has a student visa or a study permit from Citizenship and Immigration Canada).
3. In consultation with the Secretary Treasurer, principals may enroll international students after having given due consideration to the following criteria:
 - 3.1. Assessment of school resources and/or facility requirements that may be necessary to serve the student(s),
 - 3.2. Assessment of potential impact(s) on the programs and services provided to other students in the school, and
 - 3.3. Satisfactory completion by the pertinent parties of all the Division registration and resource documents, including the *International Student Agreement* and the *Host Family Agreement*, where applicable.
4. The Division will charge tuition fees for any student who is not a resident of the Province of Alberta. The tuition will be equal to the actual cost of the program in which the student is enrolled. Revenue received from the tuition fee(s) will be allocated to the receiving school.
5. Foreign students may be charged additional school fees in accordance with those identified in the *International Student Agreement* and the *Host Family Agreement*, where applicable.
6. Arrangements for the payment for tuition fees will be in place prior to the first day of classes.
7. Principals may accept one or more “visiting students” (a foreign student studying in Alberta who is not registered as a student of the Division and is not part of an approved reciprocal student exchange) within the guidelines of Alberta Education and provided resources at the school level will permit. Visiting students will not be charged tuition fees. No funding will be provided to the schools in support of these registrations.
8. Principals may enroll “reciprocal exchange students” within the guidelines of Alberta Education and again, where resources at the school level permit. Such students are funded

by Alberta Education and therefore are not charged any tuition fee. Principals may charge for school based fees on the same basis as that undertaken with resident students.

- 8.1. Grants will be claimed by the Division for our own resident student-on-exchange.
- 8.2. Students will not travel to any countries listed on the Foreign Affairs Canada, Consular Affairs, Travel Warnings website. As part of the planning process, the organizing committee must inform all participants that should a country appear on the web site, the trip is automatically cancelled and all related costs are the total responsibility of the participants.

Reference: Section 3, 4, 11, 12, 13, 33, 43, 52, 53, 197, 204, 222 Education Act
Funding Manual for School Authorities
International School Partnership Bulletin 3.4.1
International Student Bulletin 3.4.2
Student Exchange Bulletin 3.4.3

Effective: 1995-06-08
Amended: 2022-01-01