

## 300 ADMISSION OF STUDENTS

### Background

The Division will provide for the admission to its schools of the following categories of students, subject to the requirements of the Education Act and its regulations.

1. Resident students who are either citizens of Canada or individuals who are lawfully entitled to be or remain in Canada, whose parent or guardian resides within the jurisdiction of the Canadian Rockies School Division.
2. Non-resident students who are either citizens of Canada or individuals who are lawfully entitled to be or remain in Canada, whose parent or guardian is a resident of Alberta and resides outside the jurisdiction of the Canadian Rockies School Division, subject to availability of space and a suitable program.
3. Non-resident out of province students who are either citizens of Canada or individuals who are lawfully entitled to be or remain in Canada, whose parent or guardian is not a resident of Alberta, subject to availability of space and a suitable program.
4. Participants in approved international programs.

### Definitions

For the purpose of this administrative procedure, the following definitions will apply:

**A "parent"**

Is defined in accordance with s. 1(1)(r) of the Education Act Act.

**A "guardian"**

Is defined in accordance with s. 1(2)(a) of the Education Act.

**An "independent student"**

Is defined in accordance with s.1(1)(n) and s.6 of the Education Act.

**A "board-operated program"**

is a program either provided by the Board, or, in the case of home education, supervised in accordance with s. 29 of the School Act.

**A "landed immigrant"**

is a person admitted to Canada as a "Permanent Resident" in accordance with the Immigration Act of Canada.

**An "international student"**

Is a person who is neither a citizen of Canada, nor a landed immigrant, nor a child of a person admitted to Canada for permanent or temporary residence.

**A "resident student"**

As defined in section 1(w) of the Education Act.

**A "resident of Alberta"**

As defined in section 4 of the Education Act.

**Procedures****RESIDENT STUDENTS****General Eligibility**

1. Pursuant to the provision of the Education Act and this administrative procedure, admission to a school program under the jurisdiction of the Canadian Rockies School Division will be provided to every student who meets the requirements in (a), (b) and (c) below.
  - a. The student is either
    - i. a Canadian citizen or landed immigrant, or
    - ii. a child of a Canadian citizen or of an individual who has been admitted lawfully to Canada for permanent or temporary residence.
  - b. The student is a resident of Alberta.
  - c. The student lives within the jurisdiction of the Canadian Rockies School Division either
    - i. with a parent or legal guardian; or
    - ii. as an "independent student".

**ADMISSION OF NON-RESIDENT STUDENTS****Eligibility for Admission**

1. Subject to the provisions of the following sections 2,3,5, and 6 pertaining to admission of non-resident students, non-resident students may be admitted to a school program on a year-to-year basis provided:
  - a. That the student satisfies the admission requirements of this regulation.
  - b. That space, staff and an appropriate program, as determined by the Principal of the school to be attended, are available.
  - c. That the following requirements have been met:
    - i. That in the case of an "international student" or a non-resident out of province student, an admission authorization issued by the

Superintendent is obtained and submitted to the Principal.

- ii. That in the case of other "non-resident" students whose parent or guardian is an Alberta resident, one of the following requirements is met:
    1. An admission authorization issued by the Superintendent is submitted to the principal; or
    2. In the case of shared care and custody where each parent is a resident of a different school district or division, a written declaration is made by the parent choosing the Canadian Rockies School Division as resident board.
  - iii. That fee accounts for attendance in a previous school year have been paid in full.
  - d. First Nations students residing on a reserve will be accepted in accordance with established tuition agreements.
2. In addition to the requirements established above, the admission to a school of non-resident out of province students by whom tuition fees are payable is subject to the following:
- a. Submission of the following to the Superintendent
    - i. Application form.
    - ii. Payment of the appropriate non-resident international and out of province student tuition fees in accordance with the provisions of sections 4 and 6 below.
    - iii. Academic transcript.
  - b. Approval of the student's application by both the Superintendent and Principal of a school.
  - c. The Division shall assume no responsibility to transport non-resident students to or from school.
3. In addition to the requirements established above, the admission to a school of "international students" by whom tuition fees are payable is subject to the following:
- a. Submission of the following to the Superintendent
    - i. Application form.
    - ii. Payment of the appropriate non-resident international and out of province student tuition fees in accordance with the provisions of sections 5 and 6 below.
    - iii. Academic transcript.
    - iv. Evidence of competence in English consistent with successful

participation in the program of study to which admission is requested.

- v. Valid student authorization issued by Immigration Canada.
  - b. Approval of the student's application by both the Superintendent and Principal of a school.
  - c. The Division shall assume no responsibility to transport non-resident students to or from school.
  - d. Restriction of the total number of foreign students registered at any given school to a maximum of 10% of its projected enrolment for the next school year unless a higher enrolment is approved by the Principal and by the Superintendent.
4. Admission will not be granted to an international student who has entered Canada on a Visitor's Permit.

### **Fees**

5. A schedule of non-resident tuition fees will be established annually by the Board in which provision is made for fees payable by non-resident students as follows:
- a. Establishment of a "non-resident tuition fee" payable when the student's parent or guardian (or the student, if eligible for "independent" status) resides within Alberta.
  - b. Establishment of a "non-resident foreign student tuition fee" payable when the student's parent or guardian (or the student, if eligible for "independent" status) does not reside within Alberta.
6. Except as otherwise provided in section 7 below, the admission of non-resident students to a program of study is contingent upon their payment of the non-resident tuition fee prescribed as per section 4 above.
- a. Subject to (b) below, non-resident fees are payable in full at the time of student registration or, in the case of international and non-resident out of province students, at the time of application for admission.
  - b. With the exception of fees payable by foreign students, the requirement established in (a) may be met by submission of a written agreement signed by the parent, legal guardian or sponsoring agency (e.g., school division) to make payment of the prescribed non-resident tuition fee.
  - c. If fees are not paid in accordance with (a) and (b) above:
    - i. Neither a letter of admission nor admission to a school will be provided in the case of international students and non-resident out of province students; and
    - ii. Collection procedures will be undertaken by the Treasurer in the case of

other non-resident students.

- d. Credit for taxes on property owned within the Canadian Rockies School Division will not be granted towards payment of non-resident fees.
7. The following categories of non-resident students are exempted from paying the non-resident fees:
- a. International students who fall within one of the following categories.
    - i. International students who reside with a parent who is a Canadian citizen, a landed immigrant or the holder of a valid Student Visa, Work Visa, or Minister's Permit.
    - ii. International students who reside within the jurisdiction of the Canadian Rockies School Division with a legal guardian who is the holder of a valid Student Visa, Work Permit or Minister's Permit, provided, however, (1) that guardianship was established by order of a Canadian court (or an order of a foreign court which has been registered with a Canadian court); and (2) that guardianship was established prior to issuance of the guardian's visa or permit.
  - b. Foreign students for whom admission has been authorised on the basis of an approved student exchange program.
8. Tuition fees payable by foreign students and non-resident out of province students will include a non-refundable processing fee established by the Treasurer.
9. The following fees are payable by all non-resident students when applicable:
- a. Board mandated fees.
  - b. School fees.
  - c. Continuing Education fees.

### **Admission Inquiries and Procedures**

10. Responsibility is assigned to the Superintendent for the following functions:
- a. Responding to inquiries regarding the admission of non-resident students and non-resident fees.
  - b. Receiving and processing applications for the admission of international students.
  - c. Referring applications to principals and other staff as appropriate for approval and placement.
  - d. Providing eligible international students with a letter of admission and with a school admission authorization.

## **Student Exchange Programs**

11. An international student or non-resident out of province student may be admitted to a regular program of study in a school without payment of the foreign student tuition fee prescribed provided that:
  - a. The student is sponsored by a student exchange organisation which has been approved for exchange purposes by the Superintendent of Schools (or designate).
  - b. Guidelines established for such programs by the Superintendent of Schools have been met.
  - c. Admission has been arranged and authorised in accordance with the provisions of Admission of Non-Resident Students.
  - d. International and out of province students must carry required insurance.

## **References**

Section 3,4,6,11,12,16,56,197,222 Education Act  
Immigration Act of Canada

## **History**

Developed: August 2003  
Amended: February 2020  
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