

Administrative Procedure 300

ENTRY TO AN EDUCATIONAL PROGRAM

Background

A student who resides in British Columbia shall be eligible to enroll in an educational program provided by the District in keeping with the provisions of [Section 82](#) of the [School Act](#) without payment of fees if the student and the student's guardians are ordinarily resident in the province. The term "guardian" is defined in [Section 1](#) of the [School Act](#). The term *ordinarily resident* is defined as residence in the daily life of the student, as opposed to special or occasional residence. It requires that the guardian makes or intends to make his/her permanent home in British Columbia. The courts have interpreted the term "ordinarily resident" in this context by assessing whether the parent has:

- A 'settled purpose' for taking up residence in the community; and,
- There is sufficient continuity of residence, despite temporary absences.

For acceptance into an educational program and upon registration, the guardian will be required to provide proof of their citizenship status, their British Columbia residence address, their guardianship status, as well as the child's age.

While a single indicator alone is not enough to establish residency for the purposes of [Section 82](#) of the [School Act](#), the larger the number of positive indicators as listed below, the more likely it is that the guardian qualifies as a resident of British Columbia for the purpose of receiving Ministry funded public education:

- 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.
- Provincial driver's license.
- Employment within the community.
- Guardian filing income tax returns as a British Columbia resident.
- Provincial registration of automobile.
- Canadian bank accounts or credit cards.
- Links to 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.

Likewise, while none of the factors alone are sufficient, the larger the number of negative indicators as set out in the following list, the more likely it is that the parent will not meet the qualifications to receive Ministry funded public education for their child:

- Residence of guardian and/or family home in another jurisdiction, even if the student has a BC legal guardian.
- Existence of another dwelling outside of British Columbia where the person and/or their family regularly resides.
- Foreign bank accounts or credit cards.
- Parent's employment in another jurisdiction.
- Parent filing income tax returns in another jurisdiction.
- Identification documents from another jurisdiction.
- Substantial ties with a former country or place of residence.

A student who resides in British Columbia whose guardian(s) do not meet the criteria of being ordinarily resident in the province shall still be eligible to enroll in the educational program provided by the District, however, payment of all fees may be required. (See [Administrative Procedure 303 – Admission of International Students](#))

Decisions regarding the entry of a student into an educational program are determined by District staff. Should there be any dispute as to whether a student meets criteria for Ministry of Education and Child Care funding, a guardian may appeal the decision to the Superintendent. (See [Board Policy 13 – Appeals Bylaw](#))

Procedures

1. The guardian of a child wishing to enroll in an educational program for the first time in the District must present verification of the child's birthdate from one of the following documents at the time of registration:
 - 1.1. Birth Certificate
 - 1.2. Certificate of Citizenship
 - 1.3. Secure Certificate of Indian Status
 - 1.4. Court Order
 - 1.5. Canada Immigration Documents
 - 1.6. Passport
 - 1.7. Permanent Resident Card
 - 1.8. Other government-issued document
2. Guardians must provide proof of their citizenship status by producing one of the following documents:
 - 2.1. Birth Certificate
 - 2.2. Certificate of Citizenship
 - 2.3. Certificate of Indian Status
 - 2.4. Canada Immigration Documents
 - 2.5. Passport
 - 2.6. Permanent Resident Card or Confirmation of Permanent Residency
 - 2.7. Nexus card with citizenship listed as Canadian.

3. At the time of registration, parents must provide proof of residency by providing documents clearly showing the same parent names and residence address as on the registration form:

One of:

- 3.1. Subject-Free Home Purchase Contract
- 3.2. Mortgage Statement
- 3.3. Municipal Tax Bill
- 3.4. Rental Agreement or Letter from Landlord

And One of:

- 3.5. British Columbia Driver's License
- 3.6. British Columbia Services Card
- 3.7. British Columbia Vehicle Registration
- 3.8. BCID
- 3.9. Canadian Bank Account or Credit Card Statement
- 3.10. Insurance Statements or Policies
- 3.11. Income Tax Statement
- 3.12. Utility Bill
- 3.13. Employment Pay Slip
- 3.14. Other legal or government-issued documents indicating BC residence

4. At the time of registration, evidence of guardianship must be shown by producing photo ID and legal documentation of guardianship such as but not limited to:

- 4.1. Birth Certificate with Parent Name.
- 4.2. Income Tax Statement – children are declared.
- 4.3. Immigration Documents
- 4.4. Court Order
- 4.5. Child in Care documentation

Reference: Sections 22, 65, 82, 85 School Act
Freedom of Information and Protection of Privacy Act

Adopted: March 11, 2014

Revised: June 19, 2018; December 15, 2020, October 5, 2021, November 17, 2023