

## Administrative Procedure 303

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### ADMISSION OF INTERNATIONAL STUDENTS

#### Background

The District believes that the inclusion of International students in District schools is part of a positive and supportive diversified school culture, which benefits local students and citizens by:

- Increasing intercultural and international understanding.
- Generating supplementary revenue which benefits all schools and District programs; and
- Increasing enrolment in all areas of the District.

The District will levy fees and charges for the International Student Program. This program is to allow for students to join our schools with the intent to eventually graduate or simply to have a positive, short-term Canadian experience.

The District directs that any provision within schools for International students will not be at the expense of children resident in the District with respect to space or additional structural support.

#### Procedures

##### 1. Application, Fees and Determination of School Placement.

The Superintendent has the sole authority to approve the acceptance and enrolment of international students in District schools.

- 1.1. All international students new to the District must register through the International Student Program office. International students cannot register directly at any school site in the District.
- 1.2. Placement of International students at schools will be determined by the International Student Program staff in consultation with the Superintendent and the principal.
- 1.3. International students shall only be placed in schools with available space as determined by the District.
- 1.4. International students shall be required to pay fees. Fees will be determined based on:
  - 1.4.1. Market condition
  - 1.4.2. Fee structures in other BC District International Student Programs
  - 1.4.3. Cost of providing direct educational services and support services; and
  - 1.4.4. Contribution to the overall District budget
- 1.5. The Superintendent will inform the Board of the International Student Program fee structure once yearly.

## 2. Tuition Fees – Exemption

The following International students receive Ministry of Education and Child Care funding and therefore are exempt from District tuition fees:

### 2.1. A student who:

- 2.1.1. Is a refugee claimant with the appropriate documentation as per [Administrative Procedure 300 – Entry to an Educational Program](#);
- 2.1.2. Is attending school on a reciprocal and equal exchange for the same length of time, with the exchange completed within two years.

### 2.2. A student who resides in Langley with their parent/legal guardian and the parent/legal guardian meets one of the criteria set out below. The parent/legal guardian must be able to provide documentation to substantiate that they meet these criteria:

- 2.2.1. Has been lawfully admitted to Canada for temporary residence and is authorized to work for a period of one year or more, and is or will be employed for at least 20 hours per week;
- 2.2.2. Has been lawfully admitted to Canada and is authorized to study for a period of one year or more, and is enrolled in a degree or diploma program at a public post-secondary institution in British Columbia or in a degree program at a private post-secondary institution in British Columbia
- 2.2.3. Has been lawfully admitted to Canada and is authorized to study for a period of one year or more and all of the following conditions apply:
  - 2.2.3.1. The parent is enrolled in an English as a Second Language (ESL)/English Language Learning (ELL) program of up to one year in duration at an institution that has an Education Quality Assurance Designation (EQA). The ESL/ELL adult student will be deemed resident for up to one year only. Beyond one year, the child of the ESL/ELL parent will be considered a non-Ministry funded student.
  - 2.2.3.2. The parent/legal guardian has been accepted to a public post-secondary institution in a degree or diploma program or a private post-secondary institution in a degree program.
  - 2.2.3.3. Acceptance into the degree or diploma program is contingent upon the completion of an ESL/ELL program.
- 2.2.4. Has been lawfully admitted to and is authorized to study in Canada and has been awarded a multi-year scholarship that covers the cost of both tuition and living expenses for a post-secondary program that includes both an ESL/ELL component and a degree program component. The ESL/ELL component must be completed at an institution that has an Education Quality Assurance (EQA) designation.
- 2.2.5. Has been lawfully admitted to Canada and is participating in an educator exchange program with a public school in British Columbia.
- 2.2.6. Is carrying out official duties under the authority of the Visiting Forces Act or as an accredited diplomatic agent, pre-clearance officer, consular officer or official

representative in Canada of a foreign government with a consular post in British Columbia.

- 2.3. The parent/guardian must provide verification of student's age, proof of parent's citizenship, evidence of guardianship, and proof of residency documents as per Administrative Procedure 300.

### 3. Recruiting Activities

- 3.1. The District believes that it is appropriate to conduct active marketing and recruiting activities in markets world-wide to attract fee-paying international students to our District. The District Principal, International Student Program will be responsible for developing a marketing plan for these purposes.
- 3.2. The District Principal, International Student Program will actively solicit international student registrations. The funds for expenses will be realized from the fees collected for these students. Activities for recruitment will include travel to source countries.

### 4. Specialized Services

- 4.1. All students registered in the International Student Program will be eligible for English Language Learner (ELL) support if required. This support is available for international students in elementary, middle and secondary schools.
- 4.2. In instances where an International student participated in a District program where additional costs are associated to cover school field trips, academy fees, examinations (such as Advanced Placement or International Baccalaureate) or special supply items, additional fees for service will be requested from the student. These fees shall be the same as those requested for local residents.

### 5. Medical Insurance

All students registered in the International Student Program must have comprehensive health and medical insurance for the duration of their stay in Canada.

- 5.1. The student will submit to the District Principal, International Student Program, a premium sufficient to cover the duration of the student's enrolment.
- 5.2. International Student Program staff will ensure that medical insurance is in place and make payment through a recognized provider while the student is in the International Student Program.
- 5.3. Any sum remaining in the trust account on completion of the student's enrolment shall revert to the District.

### 6. Homestay

- 6.1. All International students in grades 8-12 will reside in living arrangements approved by the District Principal, International Student Program. For the majority of students this will be a homestay arranged by the International Student Program Homestay staff.
- 6.2. International students in grades K-7 will not reside in homestay placements but must be resident in the Langley community with a parent family member. Acceptance of International students in this category will not occur unless it is confirmed that they will be residing in the District with a parent.

### 7. Custodianship

7.1. In compliance with the guidelines of Citizenship and Immigration Canada, all international students must be under the care of a custodian. This will typically be the District, in which case the designated official will be the Superintendent. In some cases, the custodian will be a private Canadian citizen approved by the District Principal, International Student Program.

Reference: Sections 2, 3, 4, 7, 8.2, 20, 22, 23, 65, 74.1, 75, 75.1, 82, 85 School Act  
Child, Family and Community Service Act  
Divorce Act  
Family Relations Act  
Immigration and Refugee Protection Act  
Infants Act  
Visiting Forces Act  
School Regulation 265/89  
Ministry of Education and Child Care Policy Document: International Students

Adopted: September 19, 1988

Revised: October 16, 2001; December 8, 2015; June 19, 2018; September 25, 2018; December 15, 2020,  
November 17, 2023