

AP 300.7: International Students

Purpose

The Board of Education for School District No. 8 (Kootenay Lake) recognizes the value of international students within the District. The Board actively encourages and welcomes qualified students to programs in SD No. 8 (Kootenay Lake). To this end the Board will offer opportunities to international students to participate in the learning and social environments of Kootenay Lake schools in order to promote awareness of and appreciation for other cultures and strengthen the connection between School District No. 8 and other countries.

1. General

- 1.1 District Administration and school-based administrators will recognize, support and facilitate the arrangement necessary to offer educational services to international students.
- 1.2 International students may apply for admission to educational programs in Kootenay Lake School District through the Office of the Superintendent or the administrator responsible for the International Education Program.
- 1.3 International students will be integrated into regular courses to the greatest extent possible.
- 1.4 The administrator responsible for the International program will ensure that all international students under the age of 19 have a notarized guardianship.

2. International Education Program

- 2.1 The Principal responsible for International Education Programs, or designate, is the administrator responsible for the International Education Program.
- 2.2 Fees for the International Education Program will be set by the Superintendent. These fees must cover the cost of educating International students in the School District and provide additional revenue to the District. Fees must be paid in advance.
- 2.3 The portion of a student's International fee allocated to the school will be reviewed annually and determined by the Superintendent or designate.
- 2.4 The International Education Program admits and places International students who:
 - 2.4.1 are motivated and interested in English academic studies;
 - 2.4.2 provide references from the student's previous education institution;
 - 2.4.3 have Student Authorization from Immigration Canada;
 - 2.4.4 have approved living arrangements; and,
 - 2.4.5 are of average scholastic ability or better.

- 2.5 Accommodation arrangements used by international students while they are in the District must satisfy the following guidelines:
- 2.5.1 All students must live with either a home stay family arranged through the International Education Program; or a responsible person over the age of 25 years, who is a Canadian citizen or landed immigrant and resides in B.C. full time.
 - 2.5.2 Students who do not comply with the above rule will be dismissed from the program.
- 2.6 The International Education Program will place students with local home stay families, subject to a non-refundable placement fee.
- 2.6.1 Students must follow the home stay rules; failure to do so may lead to the removal of the student from the home stay and from the program.
 - 2.6.2 All home stay families will undergo a criminal record check prior to the placement of International Students in the home.
 - 2.6.3 The administrator responsible for International Programs, or designate, will ensure that all home stay sites are examined and are suitable.
- 2.7 The International Education Program may establish and offer at most two bursaries in the amount of \$500 each to graduating students who have maintained excellence in their academic program.
- 2.8 Contracts/Commissions:
- The administrator responsible for International Programs will establish contact with potential agents and, where feasible, an agreement will be signed. Annual renewal of contracts is based upon agents' performance. Generally, a commission is paid to agents at the rate of 15% or less of the tuition.
- 2.9 The refund procedure is as follows:
- 2.9.1 All requests for refunds must be made in writing.
 - 2.9.2 A non-refundable processing fee is applied to all applications.
 - 2.9.3 A full refund (less any assessment fees) will be given if Immigration Canada does not approve the Student Authorization application. Refund requests should include a copy of the formal letter of rejection.
 - 2.9.4 Two thirds (2/3) of the tuition fee will be refunded if the student withdraws prior to the commencement of the program;
 - 2.9.5 One half (1/2) of the tuition fee will be refunded if the student withdraws before one calendar month of the program has elapsed.

2.9.6 No refund of tuition fees will be given if the student withdraws after the first calendar month of the program.

2.9.7 No refund of the tuition fees will be offered if the student is found to be in violation of home stay or school rules (i.e., chronic absenteeism, consuming alcohol or drugs).

3. International Exchange Programs

3.1 Students participating in Board-approved cultural exchange programs will be permitted to attend a school in the district for ten consecutive months, or, where applicable, a portion of the school year, for the purposes of promoting goodwill and international understanding between Kootenay Lake School District and other countries.

3.2 No fees will be charged for international exchange students identified under 3.1.

4. Other International Students

4.1 The Superintendent or designate, will establish fees for international students who do not fall into the above sections, 2 or 3, or the School Act exemptions. Where special circumstances exist, the Superintendent may determine that a tuition-free education is warranted.

4.2 International students whose parent(s) are in possession of a work permit (IMM1102 Work permit) and are residing and working in the Kootenay Lake District, will be permitted to attend schools in the District during the term of their parent(s)' employment in the region, subject to the established fees.

4.3 International students whose parent(s) are in possession of a valid Student Authorization (IMM1208 Student Auth.) to attend a post-secondary institution in the Kootenay Lake District, taking credit courses other than ESL, will be permitted to attend schools in the District for the duration of the parents' authorization.

4.4 All requests for tuition refunds must be in writing. Refunds for withdrawal from school will be prorated by quarter or semester.