

AP 3100: Eligibility for Ministry Funded Enrolment

In accordance with the *School Act* and the Ministry of Education policy document “Funding Policy - Eligibility of Students for Operating Grant Funding” (“Ministry Policy”) students at school-age who are resident in BC (British Columbia), and whose parent/guardian(s) are ordinarily residents in BC are entitled to enrollment in an educational program in the School District free of charge.

Procedures

1. In determining whether a person is considered to be “ordinarily resident” in British Columbia, the School District will consider, based on objective evidence, the extent to which that person has, despite temporary absences, established a continuity of residence in the province or a settled purpose (other than to obtain publicly funded education) to establish and maintain residency in the province. Assessing whether a person is “ordinarily resident” may include consideration of whether a person has established a regular, habitual mode of life in the community.
2. Students who are older than school age and, who are ordinarily resident in British Columbia, may enroll in an educational program leading to graduation.
3. Child must be enrolled by a legal guardian.
4. Upon making an application for enrollment in the School District, the responsible school principal will collect and maintain documentation of citizenship status and supporting that the student and their parents are “ordinarily resident”. Such documentation and information will be maintained in MyEdBC.
5. Parents/guardians are responsible for confirming that the information provided, and all documentation is valid, complete, and correct.
6. To meet the ‘ordinarily resident’ requirements, the parent/guardian(s) of the student must produce sufficient evidence to meet the criteria of ‘ordinarily resident’ as described in this Procedure.
7. If the parent/guardian(s) of the student are unable to produce sufficient evidence to satisfy the school principal or designate that the parent/guardian(s) and student are ordinarily residents, or if the principal/vice principal is unsure if the evidence provided is sufficient, then the principal/vice principal must contact the Superintendent's office for written approval.
8. Students may be temporarily absent from British Columbia, yet still retain eligibility for funding if their parent/guardian remains ordinarily resident. The length and frequency of absences from the Province may be considered in determining whether a person is “ordinarily resident”.
9. Immigration status is relevant to the question of whether a person is “ordinarily resident” but is not the sole determinant. The principal or designate should seek



guidance from the district before making a determination based solely on immigration or citizenship status.

10. A person need not be a Canadian citizen or permanent resident to be considered ordinarily resident in BC. For example, a person who has applied for or not yet received permanent resident status or refugee status may still be considered “ordinarily resident” if there are other indicators of continuous residence within the community for a settled purpose (other

than receiving publicly funded education). These indicators may be, but not limited to, any of the indicators of residency listed below.

11. In assessing whether a person is “ordinarily resident”, the School District may consider any relevant factors, including those listed in the Ministry Policy.
12. In collecting documentation in support of residency, the principal or designate should clearly record all information or documentation that has been inspected, but copies of such documentation need not be retained. For example, in establishing residency it is not necessary for the principal or designate to retain copies of property tax or lease documents, but the fact that such documents were inspected, and the residential address verified should be noted. The verification checklist must be completed and included in the student file.

13. Proof of Residency

- 13.1. Any combination of two of the following documents below (with clear indication of physical address) can be used to support an individual’s BC residency:

- 13.1.1. Ownership of dwelling or long-term lease or rental of dwelling
- 13.1.2. Residence of spouse, children, and other dependent family members in the dwelling
- 13.1.3. Legal documents indicating British Columbia residence
- 13.1.4. Provincial driver’s license
- 13.1.5. Employment within the community
- 13.1.6. Parent or guardian filing income tax returns as a BC resident
- 13.1.7. Provincial registration of automobile
- 13.1.8. Canadian bank accounts or credit cards
- 13.1.9. Links to community through religious organizations, recreational and social clubs, unions, and professional organizations
- 13.1.10. Subscriptions for life or health insurance, such as MSP coverage
- 13.1.11. Clear evidence of business relationships within the community

- 13.2. Incorrect information with regards to residency may result in the removal of a student from the school in which they are enrolled.

14. Temporarily Absent

- 14.1. If a student is only temporarily absent, documentation that the student will be



returning to the parent/guardian(s) home at the end of this temporary absence.

- 14.2. If a student(s) and parent/guardian(s) are temporarily absent, a letter from an employer indicating the commencement and/or termination of a contract for work or other documentation is deemed sufficient by the Superintendent of Schools or designate.

15. Proof of Guardianship

- 15.1. The principal may request any one or more of the following documentations as evidence of guardianship as defined by either the [Family Law Act](#) or the [Infants Act](#):

15.1.1. Student's Birth Certificate

15.1.2. Student Passport where parents/guardian listed

15.1.3. Income Tax Statement where children are declared

15.1.4. Parent's Confirmation of Permanent Residency or Record of Landing
or

valid Immigration Canada documents where children are named

15.1.5. If parents live separately, the court order or written agreement grants parental responsibilities or guardianship to the parent

16. Proof of Citizenship Status for Non-resident Families

- 16.1. The district accepts the following documentation as proof of citizenship status:

16.1.1. Students are required to provide one of the following:

16.1.1.1. Birth certificate (long form reflecting parent names)

16.1.1.2. Current passport

16.1.1.3. Canadian citizenship card

16.1.1.4. Confirmation of immigration status

16.1.1.5. Status card

16.1.1.6. Permanent resident card

16.1.2. Parent/legal guardian(s) are required to provide one of the following as evidence of citizenship status:

16.1.2.1. Valid Passport

16.1.2.2. Canadian Citizenship Card

16.1.2.3. Confirmation of Immigration Status

16.1.2.4. Permanent Resident Card

16.1.3. Parents/guardians with Work or Study Visa to also provide the following:

16.1.3.1. Current work permit (valid for one year or more) and,

OR:

- 16.1.3.2. Proof of employment; and,
- 16.1.3.3. Current passport.

- 16.1.3.4. Study permit (valid for one year or more) and,
- 16.1.3.5. Letter of Acceptance or transcript showing enrollment in degree or diploma granting program at a public post-secondary institution authorized by the BC Ministry of Advanced Education. (Permit cannot be for high school upgrading or ELL (English Language Learning) unless it is a requirement of acceptance into the programs, for one year only, and the institution is BC EQA-Education Quality Assurance) and,

OR:

- 16.1.3.6. Current passport.

OR:

- 16.1.3.7. Diplomatic Status
- 16.1.3.8. Refugee Status