

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

POLICY MANUAL

POLICY	6003MR1
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Revision	2

MANAGEMENT REGULATION

INTERNATIONAL STUDENT PROGRAM

1. Definition of International Students

International students are students who have temporarily moved from outside Canada to study in British Columbia for a specific period of time and do not meet residency requirements of Section 82 of the *School Act*. This includes:

- a) students who come to the Comox Valley as part of a reciprocal exchange arranged through a board-approved student exchange agency;
- b) students who make private or personal arrangements to study in the Comox Valley, usually through family members, and
- c) students who arrange for their studies through international agents or language schools.

The school district assumes responsibility for the provision of curriculum and school-related activity and other aspects of a student's care such as "homestay" and medical insurance.

2. Program Levels

International students are accepted for specific periods of time, provided the students meet program requirements and their placement in school does not result in the exclusion or displacement of any resident student.

Adult international students (19 years of age or older) may be considered for enrollment in a program in the district but will be subject to the same or similar conditions governing enrollment of all other international students in the district.

3. Funding Eligibility

International students will generally be required to pay fees to cover the cost of tuition and other services. Some exemptions may apply, as defined by Citizenship and Immigration Canada and the B.C. Ministry of Education, as follows:

- a) Students whose parents are in Canada on a study permit or work permit. The study permit is defined as enrolment in a program leading to completion of a trades certificate, diploma, or university degree.
- b) Students who are part of an approved student exchange program, provided the incoming student is participating in a reciprocal (one-to-one) exchange with a resident student, for the same length of time, at a time when the resident student is considered to be eligible for funding.
- c) Exemptions as defined by the B.C. Ministry of Education policy on international students (<http://www.bced.gov.bc.ca/policy/policies/international.htm>).

4. Citizenship and Immigration Canada Permits – Study, Work or Visit

The applicant must also meet Canadian immigration requirements and will need to obtain the required permits from the Canadian embassy or consulate, high commission, or Canadian education centre in their country of origin, prior to travelling to Canada.

5. Application Process

The school district will register international students (including exchange students) after the student has met application requirements and has paid all assessed fees. The natural parents/ guardians will sign an agreement with the school district.

All protocols are detailed in the handbook.

6. Language Proficiency and Preparation

Students are admitted to the program for either the cultural or immersion experience or for studies leading to secondary school graduation.

6. Language Proficiency and Preparation (cont'd)

a) English Language Skills

An assessment of each student's English language proficiency will take place prior to starting classes. This assessment may include formal aural, oral and written tests, student report cards, and an on-site skills assessment of listening, speaking, reading, writing and fluency.

b) Preparing for Study in the Comox Valley

Prospective international students will be encouraged to enroll in the School District No. 71 summer short course for ESL learners prior to their period of study in the Comox Valley, in order to familiarize themselves with the B.C. curriculum.

These students will be charged a tuition fee and will meet all conditions that apply to the enrolment of all international students.

7. School, Grade or Program Placement

The school district reserves the right to place international students at the appropriate school and grade level, after considering factors such as program suitability, previous academic performance, English proficiency, provincial requirements, and space in the course or program.

International students will take English as a Second Language (ESL) courses based on their need, with the balance of their program being based on provincial requirements and student interests.

The school and school district will complete all necessary programming and documentation, in consultation with the student and their natural parents.

8. Medical and Hospital Insurance

All permanent and temporary residents of British Columbia, including international students, are required to have medical insurance entitling them to medical and hospital benefits through the Medical Services Plan of BC (MSP).

The International Student Program staff will ensure international students obtain this medical coverage. Because there is a three-month waiting period before students can apply, staff will arrange other medical coverage for this interim period.

9. Custodianship

The school district is the custodian of each international student. As custodial parent of the student, the school district is responsible for their safety. School district expectations, guidelines and final decisions show consistency between the school and the homestay.

All protocols are detailed in the handbook.

10. Homestay

The school district selects host parents through a rigorous screening process to ensure they meet district standards, and then constantly monitors host families and provides multicultural support for each international student. Host parents are expected to have the student become a fully integrated member of the family; provide a safe, secure, caring and inclusive home; and treat the international student as a family member. Host parents will sign an agreement with the school district.

All protocols are detailed in the handbook.

11. Fees

Management reviews and sets tuition fees annually. There are set fees for administration (application, homestay placement, medical, activity), tuition, and monthly homestay. The fee structure will be competitive within the context of BC provincial trends.

12. Refunds

- a) Students who withdraw within the first four weeks of classes will receive a 50% refund.
- b) Students who choose to leave the program for whatever reason after four weeks of classes will receive no refund.
- c) Students who are asked to withdraw due to a violation of school or program rules will receive no refund.
- d) Students who become landed immigrants, or are in the care of their parent/guardian who becomes a landed immigrant, before September 30 will receive a pro-rated refund.

13. Fees for Students in an Approved Exchange Program

An appropriate administrative fee will be assessed to each outgoing and incoming student to cover any or all of the expenses of the required inter-jurisdictional correspondence, application process, homestay placement process, and student activity program.

14. Student Conduct

Management expects that all students will abide by school district policies and the school's code of conduct, as well as by the terms and conditions of permits issued to them by Citizenship and Immigrations Canada. A student participation agreement forms part of the conditions of the program and will be signed by the student.

A breach of this agreement could result in disciplinary action and/or dismissal from the program.

All protocols are detailed in the handbook.

14. Continuation in the Program

- a) Students already enrolled in the program who wish to continue for a subsequent period of study in the district may apply to continue their studies. Application needs to be made early enough to allow time for them to obtain all the necessary documentation.
- b) Students may also be invited to return. These invitations may be made at any one of four points during the academic year, reflecting the four intake or entry times noted in the attached management regulation.

15. Report to the Board

Management will annually review the International Student Program in order to provide highlights, to proactively identify and address concerns, to summarize international student and parent satisfaction with our program, and to provide recommendations for any needed change. The intent is to ensure there is integrity with our program goals and to ensure that we are adaptive to the needs of our students and their families and our education system. This report will be presented at a time when the comprehensive set of relevant data can be processed – typically the fall of the next school year.