

School District #62 (Sooke)

INTERNATIONAL EDUCATION AND NON-RESIDENT STUDENTS	No.: C-111
	Effective: Apr. 13/82 Revised: Feb. 11/03; Nov. 23/04; Mar. 28/06; Nov. 24/15; Sept. 23/25 Reviewed: Oct. 20/15; June 3/25; June 24/25; Sept. 23/25

ADMINISTRATIVE REGULATIONS

Definitions: For the purpose of these regulations, the following definitions apply:

Ordinarily Resident: on the basis of objective evidence, a person has established a regular, habitual mode of life in the community with a sufficient degree of continuity which has persisted despite temporary absences.

An *International Funding-Eligible Student* is a non-Canadian student who is deemed Ordinarily Resident in the School District and thus meets the criteria to receive funding from the Ministry of Education and Child Care.

An *International Student* is a non-Canadian student who is not deemed Ordinarily Resident and whose education in the School District has been arranged through or vetted by the District's International Program.

A *Non-Resident* student is one who is not "Ordinarily Resident" in the School District but may be a Canadian citizen or permanent resident.

1. **International Students**

- 1.1 The Board will normally enroll international students who are participating in the District's International Student Program or who are participating in a student exchange program recognized by the District.
- 1.2 The Board will annually approve a schedule of fees that will apply to all international students enrolled in district schools. The fees will at least be sufficient to cover all costs associated with the operation of the International Program.
- 1.3 All international student applicants must comply with immigration requirements as denoted by Immigration, Refugees and Citizenship Canada (IRCC).
- 1.4 All school programs involving student exchanges and twinning should consult with the International Program office and their respective Associate Superintendent prior to committing to an exchange/twinning arrangement.

2. **Non-Resident Canadian Students**

- 2.1 Canadian students whose primary residence is outside of Canada may be admitted to district schools as International students and pay applicable fees.

3. Admission of International Funding-Eligible Students

Non-Canadian students who are newcomers to Canada and are requesting permission to enroll in School District No. 62 (Sooke) will be accepted without fee if they and their parent or legal guardian are deemed Ordinarily Resident in British Columbia. Determination of immigration status as Ordinarily Resident should be done in conjunction with the International Programs and Services department. Refer to Policy and Regulations C-112 "Ordinarily Resident" for further information.

4. Age Qualification

International students who are 19 years of age or older are not eligible for enrolment in any School District No. 62 (Sooke) school or program. International students younger than 12 years of age must be accompanied by a natural parent or legal guardian.

5. Placement Conditions

The School District reserves the right to determine final school and grade placement subject to space availability and academic qualifications.

6. Host Families

The International Program office is responsible for the recruitment, vetting and assessment of host families.

- 6.1 Prospective host families must submit a formal application to the International Program before being considered for approval.
- 6.2 Before being considered for approval, host families (all adults aged 19 years and older living in the home) must submit to a Criminal Record Check and provide a copy for the International Program files. Host families must renew their Criminal Record Check every 5 years to maintain active status as hosts.
- 6.3 Annually, Host families must attend at least one orientation session and sign an updated Homestay Family Agreement regarding program policies and procedures.
- 6.4 Host family homes will be visited by International Program staff who will evaluate the families' suitability to host students and living conditions for International Students will be evaluated periodically or as needed.

7. Ratio of International Students *will be subject to space availability, guided by the following:*

- 7.1 The number of International students in the District will not exceed 5% of the total student population.

8. Fees

- 8.1 The Board of Education sets and reviews the fee schedule annually.

9. Refunds:

- 9.1 The International Student Program will establish and communicate refund eligibility criteria should a student be inadmissible to Canada, be dismissed, or choose to withdraw from the program. Natural parents will be made aware of and acknowledge their understanding and acceptance of these terms at the time of application.

10. Violation of Program Rules

- 10.1 Students may be dismissed from the program and returned home for failure to follow school and District policies regarding conduct.
- 10.2 Students may appeal their dismissal from the program to the Superintendent of Schools or designate.
- 10.3 Students who are dismissed from the program will receive no refund.

11. Short Term Programs

During the school year, a number of international groups of students may be welcomed into the District by the International Program.

- 11.1 These programs may combine ELL, activities and classroom integration.

12. Custodianship

- 12.1 All international students not living with a parent require a custodian, 25 years of age or older, for the length of their study term in the Sooke School District.
- 12.2 The school district will assign a staff member to act in the custodianship role, and if the staff member is temporarily unavailable, another school district employee will be assigned to act as temporary custodian.
- 12.3 School district custodianship responsibility only applies when the student is studying in the Sooke School District. All custodianship responsibility will not be in effect prior to the student studying in the Sooke School District and will cease if the student leaves the Sooke School District for any reason.
- 12.4 Parents may appoint their own custodian and must send the notarized custodianship documents to the school district upon acceptance. The private custodian must not leave the province of British Columbia while the student is under their care. Students with no custodian will be dismissed.

13. Medical Insurance

- 13.1 International students must pay for mandatory medical insurance when studying in the Sooke School District. This medical insurance will be arranged by the school district.
- 13.2 Students leaving the province for vacations or other purposes must buy additional medical insurance. Responsibility for this lies with the student and parents.