



## SCHOOL DISTRICT NO. 64

### PROCEDURE 5350 International Program

*"Inspire learners, Integrate sustainability,  
Involve community"*

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Section: Learning

Dates of Revisions:

Date of Adoption and

Resolution Number: June 13, 2018- 76/18

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1. The responsibilities of the program include:
  - a. program management;
  - b. the recruitment of international students;
  - c. the coordination and monitoring of student homestay placements; and
  - d. the collection and management of fees.
2. The admission of students into this program must be in accordance with policy, procedures and regulations set out by the Board, the Ministry of Education, and Citizenship and Immigration Canada.
3. Schools receiving non-Canadian students new to the district should inform the District International Education Coordinator prior to registering these students, to ensure all required paperwork is completed, and students are appropriately registered. Principals may register non-Canadian students new to the district upon presentation of a letter of acceptance from the District International Education Coordinator.
4. Principals may register non-Canadian students new to the district upon presentation of a letter of acceptance from the District International Student Program Manager.
5. All programs and activities associated with International Education that use school facilities or expect access to the schools and programs in the district must be coordinated through the District's Gulf Islands International Education Student Program.
6. Students may engage in short-term study in any Canadian school, without a study permit, if:
  - a. the timeframe for the course(s) or program of studies is less than six months; the course(s) or program of studies will be completed in a period of time less than six months;

- b. studies aren't part of a longer program.

**Note:** It is suggested that each international family registering their child for the Fall entry acquire a full year study permit to cover off the possibility of an extension through June 30th.

7. The application process and guidelines are posted on the program website and include:

- a. an application checklist;
- b. online application
- c. forms templates, including and not limited to:
  - i. Student Agreement
  - ii. Refund Policy
  - iii. Activity Waiver
  - iv. Termination from Program waiver
  - v. Local Travel waiver
- d. a dedicated login area for authorized agencies to view all forms, documents, brochures, etc.
- e. account creation protocol for parents and students NOT affiliated with an agency.

8. Students are accepted on a prioritised basis as follows:

- a. students attending for one full semester or longer;
- b. students attending for less than one semester, contingent upon availability of space and program requirements..

9. Program fees are

- a. Established by April 30th of each school year, to be applied in the school year after next;
- b. Collected and administered by the Program Manager and school district personnel.
- c. Posted on the district website
- d. Subject to change due to unforeseen circumstances;
- e. Reported to the Board by the Superintendent annually.

10. Fees may be refunded as follows:

- a. full refund, less application fee of \$300 and host family placement fee of \$350, , if the student's application for a Study Permit is rejected by Canadian Immigration. A copy of the letter of rejection must be included with the request for a refund.
  - b. 45% of the tuition, if the student withdraws prior to the commencement of the Start Date as posted in Section 16 of the Letter of Acceptance;
  - c. No refund of the tuition fee, if the student withdraws at any time between the commencement of studies (defined as the first day of classes) and the end of the first calendar month of the program.
11. Health insurance will be provided by the International Student Program carrier and the cost will be borne by the international family.

**References:**

- BC Ministry of Education. International Education (2017):  
<http://www2.gov.bc.ca/gov/content/education-training/administration/kindergarten-to-grade-12/international-education>
- Application to study in Canada, study permits:  
<http://www.cic.gc.ca/english/information/applications/student.asp>
- Gulf Islands International Program webpages: [sd64.bc.ca](http://sd64.bc.ca)