

Title	STUDENT ADMISSION – INTERNATIONAL / OUT-OF- PROVINCE / FIRST NATIONS / STUDENT EXCHANGE	Procedure No. 1003a
Department	ORGANIZATIONAL SUPPORT SERVICES Director's Services – International Education	
Reference(s)	<ul style="list-style-type: none"> - <i>Education Act, R.S.O. 1990, c.E.2, as amended</i> - <i>Immigration and Refugee Protection Act, S.</i> <i>2001, C.27, as amended</i> - <i>Indian Act (Canada), R.S.C. 1985, c.i-5, as amended</i> - Student Admission – International / Out- of-Province / First Nations / Student Exchange - Policy: Equity and Inclusive Education Policy - Ministry of Education Memo - 2009:SB20 - Ministry of Education Memo - 2012:SB01 - Ministry of Education Memo - 2013:SB05 - Ministry of Education Memo – 2018:SB08 	Effective Date 2000 Apr. 25

1.0 STUDENT ADMISSION

1.1 School Responsibility

School staff who have any role in the student admission process are expected to have a thorough understanding of this procedure. School staff are to register and admit Canadian Citizens and/or Permanent Residents of Canada living with a parent or legal guardian. The legal guardian must be named or appointed by an Ontario Court Order only. Permanent Residents will hold either a Record of Landing, a Confirmation of Permanent Residence form or a Permanent Resident Card.

All other individuals including:

- out-of-province students from another province within Canada or from outside Canada who are Canadian citizens and/or permanent residents of Canada, and whose parents or legal guardians does not reside in Ontario;
- ~~First Nations students who reside on a reserve who wish to attend a Thames Valley District School Board and are not covered under a tuition agreement with a First Nations Education Authority;~~
- applicants for permanent residency, temporary residents, refugee claimants, visitors, visa students, students who present a Study Permit, ~~parents of~~ students whose parent or legal guardian presents a Work

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Permit or Study Permit and students in Canada unlawfully (students without documentation or whose status has expired);

must be referred to ~~Financial Services~~ International Education at the ~~Education Centre~~ to verify their eligibility for admission and for approval prior to their registration.

1.2 ~~Financial Services'~~ International Education's Responsibility

~~Financial Services~~ International Education shall, pursuant to the provisions of the *Education Act*:

- ensure the collection and completion of all required documentation for students requesting admission;
- collect tuition fees, where applicable;
- approve for registration and admission all students claiming eligibility to attend; ~~and~~
- ~~b~~egin ~~Trillium~~ registration in the Student Information Management System; ~~and~~
- provide approval for registration together with any required documentation to the appropriate school.

The Student Admission Responsibilities chart outlined in Appendix A provides information and requirements for the different student registration categories.

1.3 **First Date of Entry into Canada (Confirmation of Pupil Eligibility for English as a Second Language/Literacy Development Funding - Recent Immigrant Component)**

Students who enter Canada for the first time within a current school year or the previous four school years may generate funding under the ESL/PDF Grants for Student Needs Funding under the recent immigrant component. On the student registration form, the country of birth and date of first entry into Canada is collected and entered into ~~the Student Information Management System~~ ~~Trillium~~.

School staff are to complete and sign the First Date of Entry into Canada form for all students born outside of Canada and who do not need to be seen by ~~Financial Services~~ International Education, to verify the examination of appropriate documentation to confirm first date of entry into Canada and pupil eligibility for ESL funding, and for audit purposes for all students born outside of Canada. This form is also to be signed by the parent / legal guardian.

~~Financial Services~~ International Education staff will complete the form for all students ~~with whom they meet~~ ~~who they meet with~~ to determine their right to attend school.

This form must be filed in the Ontario Student Record (OSR).

1.4 **Application for Student Admission**

Student Admission Responsibilities (Appendix A) indicates which student registration situations require an Application for Student Admission. All applications must be processed by ~~Financial Services~~ International Education. ~~Financial Services~~ International Education will:

- meet with the parent / legal guardian or student over the age of 18 or who has withdrawn from parental control;
- collect and verify the appropriate documentation;
- provide approval to the school the student is expected to attend together with any applicable documents.

Letters of Acceptance used to obtain Study Permit forms and/or immigration documents (including renewals) from ~~Citizenship and Immigration Canada~~ Immigration, Refugees and Citizenship Canada are to be issued by ~~Financial Services~~ International Education only.

1.5 Tuition Fees for Fee-Paying Students

Tuition fees for International Fee-Paying ~~and~~; Out-of-Province ~~and First Nations~~ ~~s~~Students are payable at the time the Application for Student Admission is received prior to acceptance.

Secondary School: Entrance dates are the beginning of September (1st semester) and February (2nd semester) only, unless authorized by school administration.

Elementary School: ~~Entrance dates are any time throughout the school year.~~ Entrance dates are at the beginning of September (1st term) and January (2nd term) only, unless authorized by school administration.

International Fee-Paying Students

Financial Services will calculate on an annual basis the fees to be paid for a full school year, together with any application fees, if applicable. The Thames Valley District School Board reserves the right to recover the full cost of actual services required in excess of normal tuition fees. It is expected that new applicants, and any renewals thereof, are required to pay all fees in full, in advance.

Application fee: A non-refundable application fee is payable at the time the Application for Student Admission is received (not applicable for renewals). ~~Contact Financial Services~~ ~~Contact~~ International Education regarding the application fee.

Out-of-Province ~~and First Nation~~ Students

Financial Services will calculate annually the tuition fee to be paid based on Ministry of Education regulations. Registrants are required to pay tuition fees in

full in advance from date of commencement to end of applicable current academic year and for each year thereafter.

Application Fee: Not applicable

1.6 Payment of Tuition Fees and Application Fees

Contact ~~Financial Services~~-International Education regarding payment of tuition fees together with application fees. Payment must be made by Certified Cheque, Bank Draft or Money Order in Canadian dollars, payable to: Thames Valley District School Board. Fees may also be wired to the Board's bank account or paid with a Board approved online payment system.

1.7 Refunds

If ~~Citizenship and Immigration Canada~~-Immigration, Refugees and Citizenship Canada does not approve an application to study in Canada, the tuition fee, less an administrative fee, will be refunded when a copy of the letter of refusal issued by a Canadian Embassy is provided. Contact ~~Financial Services~~-International Education regarding the administrative fee.

If ~~Financial Services~~-International Education accepts a student and the student decides not to attend, the tuition fee will be refunded, less a cancellation fee. The original letter of acceptance is required to be returned. Contact ~~Financial Services~~-International Education regarding the cancellation fee.

If an international fee-paying student does attend the Thames Valley District School Board and wishes to leave the school board or return home within 30 calendar days from the start of the program, two-thirds of the tuition fees (less an administrative fee) will be refunded. Contact ~~Financial Services~~-International Education regarding the administrative fee.

There will be no refund of tuition fees if an international fee-paying student does attend the Thames Valley District School Board and wishes to leave the school board or return home after 30 calendar days from the start of the program.

There will be no refund of tuition fees if the student is found in violation of school policies and procedures and asked to withdraw from the school.

There will be no refund of international tuition fees if the student changes immigration status during the term covered by the tuition fees paid with the exception of students who become permanent residents of Canada. Those students will be eligible for a refund on a pro-rated basis.

1.8 Custodianship Information

All international fee-paying students under the age of 18 are required to submit with payment of their tuition fees copies of the following two notarized

documents, as provided by ~~Citizenship and Immigration Canada~~ Immigration, Refugees and Citizenship Canada:

- 1) *A Custodianship Declaration – Parent/Guardian*: completed by the parent in the country of origin, stating that arrangements have been made for a custodian to act in the place of the parent. This document must be notarized in the country of origin.
- 2) *A Custodianship Declaration – Custodian*: completed by a Canadian citizen or permanent resident over the age of 19 years, stating that arrangements have been made for the custodian to act in place of a parent in times of emergency as when immediate medical or other intervention is required. This document must be notarized in Canada.

1.9 Documents Required

Contact ~~Financial Services~~ International Education to determine what documents are to be provided.

2. STUDENT EXCHANGE PROGRAMS

2.1 All student exchanges supported by Thames Valley District School Board shall be reciprocal in nature and, normally, fall within the same school year, being September to August of each year. All paperwork supporting student exchanges, once approved by school administration, must be directed to ~~Financial Services~~ International Education.

2.2 A list of exchange organizations will be approved by Administrative Council annually.

Students whose primary purpose for the exchange is attendance at a Canadian school for six (6) months or more are required to have a Study Permit form issued by ~~Citizenship and Immigration Canada~~ Immigration, Refugees and Citizenship Canada. Student exchanges for six (6) months or less do not require a Study Permit.

Letters of Acceptance used to obtain Study Permit forms issued by ~~Citizenship and Immigration Canada~~ Immigration, Refugees and Citizenship Canada are to be issued by ~~Financial Services~~ International Education only.

In order to be considered for an educational student exchange, the applicant must be sponsored by an exchange organization approved by Administrative Council. It is expected that the organization will provide reciprocal exchanges only.

The approved exchange organizations will contact school administration first for approval of the exchange. A Reciprocal Student Exchange Form together with

all necessary documentation as outlined on the Student Exchange Document Checklist is to be completed. All documentation must then be submitted to ~~Financial Services~~ [International Education](#) for review and approval before students may be admitted to any school within Thames Valley District School Board.

Upon approval by ~~Financial Services~~ [International Education](#), the applicable documentation will be forwarded to the appropriate school.

2.3 School Responsibility

Before entering into reciprocal student exchanges, school officials should ensure that the exchange organization is a member on the pre-approved list of exchange programs and that all necessary documentation is completed and forwarded to ~~Financial Services~~ [International Education](#).

3. DEFINITIONS

Legal Guardian:	In order to be considered a legal guardian, an individual must have been awarded legal custody by an Ontario Court Order only
Resident Pupil (Pupil of the Board):	Education Act, Sections 32 to 49 Education grants are provided by the Ministry of Education
Non-resident Pupil (Other Pupil):	Education Act, Sections 32 to 49 Tuition Fees are paid by an individual or another authority
Record of Landing:	A form issued by Citizenship and Immigration Canada Immigration, Refugees and Citizenship Canada which confers permanent resident / landed immigrant status in Canada
Confirmation of Permanent Residence: Permanent Residence:	A form issued by Citizenship and Immigration Canada Immigration, Refugees and Citizenship Canada which confers permanent resident / landed immigrant status in Canada
Applicant for Permanent Resident:	A person from another country who has applied for permanent resident / landed immigrant status with Citizenship and Immigration Canada Immigration, Refugees and Citizenship Canada . Contact Financial Services International Education to review case
Out-of-Province	A student from another province within Canada or outside

- Student:** Canada who is a Canadian citizen and/or Permanent Resident of Canada and whose parent or legal guardian does not reside in Ontario. **Contact ~~Financial Services~~ International Education to review case**
- ~~**First Nations Student:** A student who is a registered Indian residing on a reserve within the meaning of the Indian Act (Canada)~~
- International Student:** A student from another country who does not have Canadian Citizenship, a Record of Landing, a Confirmation of Permanent Residence or a Permanent Resident Card. ~~**Financial Services to be contacted if student does not meet these criteria**~~**Contact International Education to review case.**
- Work Permit:** A form issued by ~~Citizenship and Immigration Canada~~ Immigration, Refugees and Citizenship Canada authorizing employment in Canada. **Contact ~~Financial Services~~ International Education to review case**
- Study Permit:** A form issued by ~~Citizenship and Immigration Canada~~ Immigration, Refugees and Citizenship Canada authorizing attendance at a Canadian school. **This form does not determine whether or not tuition fees are applicable. Contact ~~Financial Services~~ International Education to review case**
- Visitor Record:** A form that is issued by ~~Citizenship and Immigration Canada~~ Immigration, Refugees and Citizenship Canada. This form **may or may not** provide the authority to either attend school or work in Canada. **Contact ~~Financial Services~~ International Education to review case**
- Convention Refugee Claimant:** A form that is issued by ~~Citizenship and Immigration Canada~~ Immigration, Refugees and Citizenship Canada. This form **may not** provide the authority to either attend school or work in Canada. **Contact ~~Financial Services~~ International Education to review case**

STUDENT ADMISSION RESPONSIBILITIES

	Student has Canadian citizenship or is a PERMANENT RESIDENT OF CANADA (has Citizenship & Immigration Canada Record of Landing, Confirmation of Permanent Residence or a Permanent Resident Card)	AND Parents/Legal Guardians live in another Province or out of Canada or Student age is under Age 18	AND Parents/Legal Guardians live in the Province of Ontario or Student age is 18 or over	STUDENT EXCHANGES (Board approved organizations only)	ALL OTHER STUDENT SITUATIONS -Study Permits (parent or legal guardian and/or child) -Work permits -Visitor Records -Refugee Claimants -Applicant for Permanent Resident	FIRST NATIONS (NATIVE) STUDENTS <i>(whose Parents/Legal Guardians live in the Province of Ontario or Student age 18 or over)</i>			
						Living ON reserve/settlement	Fees payable under tuition agreement with a First Nations (Native) Education Authority	Living OFF reserve/settlement Fees payable by Individual	
FINANCIAL SERVICES International Education's RESPONSIBILITIES									
Application for Student Admission form & supporting documents required	✓			✓	✓			✗	
Provide school with admission criteria, documents and collect fees (if applicable)	✓			✓	Collect applicable fees or regular Provincial grants			✗	
Collect regular Provincial grants		✓		✓					✗
Collect fees payable by First Nations (Native) Education Authority						✗			
Monitor Expiry Dates/Immigration Status	✓			✓	✓			✗	
SCHOOL RESPONSIBILITIES									
Contact Financial Services International Education to review case	✓			✓	✓			✗	
Finalize the R egistration er in Student Information Management System Trillium as Pupil of the Board (resident pupil)	✱	✓		✓	✱				✗
Finalize the R egistration er in Student Information Management System Trillium as Other Pupil (Other Students – Sources Outside Ontario – Students) (non-resident pupil)	✱				✱				
Register in Trillium as Other Pupil (Native Student)						✗	✱		
Require Application for Student Admission and supporting document from Financial Services International Education with admission criteria/approval	✓			✓	✓			✗	

* Admission information to be provided by ~~Financial Services~~ International Education. International Education will also begin the registration in the Student Information Management System (pre-register).

Note – Legal Guardian – means a person who has lawful custody of a child, other than the parent of the child, appointed/named by an Ontario Court Order ONLY OR TO BE REFERRED TO ~~FINANCIAL SERVICES~~ International Education