



PROCEDURE

Title: **STUDENT ADMISSION –
INTERNATIONAL/OUT-OF-
PROVINCE/STUDENT EXCHANGE**

Procedure No.: **1003a**
Effective Date: **2000 April 25**

Department: Director's Services

Reference(s):

- Education Act, R.S.O. 1990, c. E.2, as amended
- Immigration and Refugee Protection Act S.2001, C. 27, as amended
- Ministry of Education Memo – 2009:SB20
- Ministry of Education Memo – 2012:SB01
- Ministry of Education Memo – 2013:SB:05
- Ministry of Education Memo – 2018:SB:08
- Policy – Student Admission – International/Out-of-Province/Student Exchange
- Policy and Procedure- Attendance Areas for Students
- Policy – Equity and Inclusive Education

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 understand 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 Residency 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 parent or legal guardian does not reside in Ontario;
- applicants for permanent residency, temporary residents, refugee claimants, visitors, visa students, students who present a study permit, students whose parent or legal guardian presents a work permit or study permit, and students in Canada unlawfully (students without documentation or whose status has expired);

must be referred to International Education to verify their eligibility for admission

Administered By: **Director's Services**

Amendment Date(s): Sept 28, 2004; Feb 28, 2006; Jan 27, 2015; Jan 30, 2024; June 3, 2024

Most Recent EIE Review Date: March 4, 2020

and for approval prior to their registration,

1.2 International Education Responsibility

International Education staff 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;
 - begin registration in the student information management system;
 - 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.

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 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.

International Education staff will complete the form for all students with whom they meet 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 International Education. International Education staff 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 Immigration, Refugees and Citizenship Canada are to be issued by International Education only.

1.5 Tuition Fees for Fee-Paying Students

Tuition fees for international fee-paying and, out-of-province 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 date is the beginning of September (1st term) only, unless a 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 International Education regarding the application fee.

Out-of-Province Students

Financial Services will calculate, on an annual basis, 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 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 Immigration, Refugees and Citizenship Canada refuses 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 Immigration, Refugees and Citizenship Canada is provided. Contact International Education regarding the administrative fee.

If International Education issues a letter of acceptance and the student withdraws from the Thames Valley District School Board before the first day of the enrollment period, the tuition fee will be refunded, less an administrative fee. The first day of the enrollment period is that listed on the letter of acceptance, and the enrollment period is the term covered by the tuition fees paid. The enrollment period may span two semesters and/or two academic years. Contact International Education regarding the administrative fee.

If an international student withdraws from the Thames Valley District School Board within the first 30 days of the enrollment period, two-thirds of the tuition fees (less an administrative fee) will be refunded. The first day of the enrollment period is that listed on the letter of acceptance, and the enrollment period is the term covered by the tuition fees paid. The enrollment period may span two semesters and/or two academic years. Contact International Education regarding the administrative fee.

There will be no refund of tuition fees if an international student withdraws from the Thames Valley District School Board after the first 30 days of the enrollment period. The first day of the enrollment period is that listed on the letter of acceptance, and the enrollment period is the term covered by the tuition fees paid. The enrollment period may span two semesters and/or two academic years.

There will be no refund of tuition fees if the student is found in violation of admission, school or homestay policies and procedures and asked to withdraw from the school or homestay program at any time.

There will be no refund of tuition fees if the student changes immigration status during the enrollment period, with the exception of students who become permanent residents of Canada. Those students will be eligible for a refund on a pro-rated basis. The first day of the enrollment period is that listed on the letter of acceptance, and the enrollment period is the term covered by the tuition fees paid. The enrollment period may span two semesters and/or two academic years.

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 Immigration, Refugees and Citizenship Canada:

- 1) *A Custodianship Declaration – Parent/Guardian*: completed by the parent or legal guardian 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 or legal guardian 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 International Education to determine what documents are to be provided.

2.0 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 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 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 Immigration, Refugees and Citizenship Canada are to be issued by 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 International Education for review and approval before students may be admitted to any school within Thames Valley District School Board.

Upon approval by 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 International Education

3.0 Definitions

International Education: Business unit that is part of the Director's Services Department. International Education staff review applications for non-Canadian citizen and Permanent Resident students seeking admission.

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 Immigration, Refugees and Citizenship Canada which confers permanent resident/landed immigrant status in Canada.

**Confirmation of
Permanent Residence:** A form issued Immigration, Refugees and Citizenship Canada which confers permanent/landed immigrant status in Canada.

**Applicant for
Permanent Resident:** A person from another country who has applied for permanent resident/landed immigrant status with Immigration, Refugees and Citizenship Canada.
Contact International Education to review case.

Out-of-Province Student:

A student from another province within Canada or outside Canada who is a Canadian citizen and/or permanent resident of Canada and whose parent or legal guardian does not reside in Ontario. **Contact International Education to review case.**

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. **Contact International Education to review case.**

Work Permit:

A form issued by Immigration, Refugees and Citizenship Canada authorizing employment in Canada. **Contact International Education to review case.**

Study Permit:

A form issued by Immigration, Refugees and Citizenship Canada authorizing attendance at a Canadian school. This form does not determine whether or not tuition fees are applicable. **Contact International Education to review case.**

Visitor Record:

A form that is issued by Immigration, Refugees and Citizenship Canada. This form may or may not provide the authority to either attend school or work in Canada. **Contact International Education to review case.**

Convention Refugee Claimant:

A form that is issued by Immigration, Refugees and Citizenship Canada. This form may or may not provide the authority to either attend school or work in Canada. **Contact International Education to review case.**

Student Admission Responsibilities

Appendix A

	STUDENT IS A CANADIAN CITIZEN OR PERMANENT RESIDENT OF CANADA (has Immigration, Refugees and Citizenship Canada Record of Landing, Confirmation of Permanent Residence, or a Permanent Resident Card)		STUDENT EXCHANGES (Board approved organizations only)	ALL OTHER STUDENT SITUATIONS -Study Permit (parent or legal guardian and/or child) -Work Permit -Visitor Record -Refugee Claimant -Applicant for Permanent Resident
	AND Parent/Legal Guardian live in another Province or out of Canada	AND Parent/Legal Guardian live in the Province of Ontario or Student age is 18 or over		
International Education Responsibility				
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		✓	✓	
Monitor expiry dates/immigration status	✓		✓	✓
School Responsibility				
Contact International Education to review case	✓		✓	✓
Finalize the registration in student information management system as Pupil of the Board (resident pupil)	✱	✓	✓	✱
Finalize the registration in student information management system as Other Pupil (Other Students – Sources Outside Ontario – Students) (non-resident pupil)	✱			✱
Require Application for Student Admission and supporting document from International Education with admission criteria/approval	✓		✓	✓

✱ **Admission information to be provided by 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. If no Court Order, student must be referred to International Education.