

Administrative Procedure 303

ATTENDANCE OF NON-ALBERTA STUDENTS

Background

The attendance of students from outside of Alberta in division schools is a means of fostering national and international goodwill and providing valuable learning experiences for participants, guests and hosts.

Procedures

1. The following shall apply to exchange students:
 - 1.1 An exchange student is a student from outside of Alberta that is involved in an exchange with a divisional student for a period up to one school year.
 - 1.2 The admission of an exchange student shall be contingent by:
 - 1.2.1 A foreign exchange student is in possession of a student visa.
 - 1.2.2 The school has available space and a suitable educational program.
 - 1.3 The school fees charged an exchange student shall be the same as those charged to a resident student.
2. The following shall apply to non-exchange students:
 - 2.1 Students that reside in Canada may be admitted to divisional schools by the Principal if:
 - 2.1.1 The school has available space and a suitable educational program.
 - 2.1.2 The student pays the non-Alberta Canadian student fee that is set annually by the Board.
 - 2.2 Students that are not Canadian residents shall be admitted to divisional schools if:
 - 2.2.1 The student has been able to obtain Landed Immigrant Status, or a Student Visa through Canadian immigration authorities.
 - 2.2.2 The Principal is satisfied that the student has satisfactory language skills to be able to benefit from the educational program.
 - 2.2.3 The Principal is satisfied that the student is prepared to meet attendance and conduct requirements.
 - 2.2.4 The student pays the fee that is set annually by the Board.

- 2.3 The fees for non-exchange students will be determined in the following manner:
 - 2.3.1 The fee set by the Board will be divided by 200 and then multiplied by the number of days that the student was enrolled.
 - 2.3.2 A processing fee of \$100.00 will be charged and retained should a registration be cancelled before classes commence or a student discontinues attendance after classes commence.
- 2.4 In those cases where a non-exchange student applies in writing to attend a divisional school, the application shall be accompanied by the processing fee.
- 2.5 The Principal shall advise all non-exchange student applicants of their acceptance or non-acceptance in writing.