

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	300 - STUDENTS	CODE:	AP 303
PROCEDURE:	ADMISSION OF FOREIGN STUDENTS		

BACKGROUND

The attendance of non-Saskatchewan students in Division schools is a means of fostering national and international goodwill and providing valuable learning experiences for participants, guests and hosts. A tuition fee will be charged in respect of an individual who attends a Division school and is not a resident student of a Saskatchewan school jurisdiction or part of a reciprocal student exchange program. The Principal is responsible for authorizing the admittance of non-Saskatchewan students and for ensuring all the requirements of this administrative procedure are met.

Definitions

Foreign student refers to a student whose parents are citizens of and reside in another country. A foreign student is not eligible for provincial funding.

Visiting student is defined as a foreign student who is studying in Saskatchewan under an arrangement made by a private organization. A visiting student is also not eligible for provincial funding.

Exchange student refers to a student on a reciprocal exchange program, i.e., a Saskatchewan student exchanges places with a student from another country. A student on a reciprocal exchange program is eligible for provincial funding.

PROCEDURES

1. It is expected that all students identified above applying for admission to Division schools shall have a working knowledge and understanding of the English language.
2. While attending Division schools, all students identified above shall adhere to the Division and school procedures.
3. Exchange students will be admitted on a non-tuition basis as per Ministry of Education regulations.
4. The tuition fee for foreign or visiting students will be equivalent to the recognized Ministry of Education grant or pro-rate for partial years. Fees shall be payable prior to registration for each year/semester (high school).
5. Approval for all foreign and visiting students attending Division schools shall be at the discretion of the receiving Principal. Factors such as the availability of space, staffing, the

amount of preplanning, supervision and security measures, financing, the criteria for selection, length of stay and the number of students involved will be taken into consideration when approving student attendance at Division schools.

6. The Principal shall advise all student applicants of their acceptance or non-acceptance in writing.
7. Principals will report to the Chief Financial Officer all foreign, visiting, and exchange students registered in their schools.
8. The Chief Financial Officer shall ensure that appropriate documentation is maintained, including:
 - 8.1 A copy of the “Student Authorization” form provided by Immigration and Citizenship Canada; and
 - 8.2 A current certificate of good health from a certified Canadian physician prior to admission.
9. Every school offering an exchange or study program for foreign students will develop criteria to ensure equitable treatment of students involved in the program.
10. Suitable accommodation is to be assured for foreign students prior to accepting such students.

Reference: Sections 85, 87, 108, 109, 110, 142, 171, 173, 175 Education Act
Regulation 20

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