

**1. International Students:**

The definition of "International student(s) as used in this document is: Students who have moved from outside of Canada to British Columbia and do not meet the *residency* requirements of Section 82 of the School Act. [www.bced.gov.bc.ca/legislation/schoollaw/revisedstatutescontents](http://www.bced.gov.bc.ca/legislation/schoollaw/revisedstatutescontents)

**2. Approval of Applications:**

All International Student applications will be submitted for consideration to the District in accordance with this and related School District policies, regulations and procedures. Approval of applications will be given by the Superintendent, or designate.

Where, because of extraordinary circumstances, an International Student is unable to comply with these procedures, application for admission may be dealt with by Board resolution, upon the recommendation of the Superintendent, or designate

**3. Age of Students:**

Students in Grades 4 to 12 (ages 9-19) may be accepted into an International Program. Students younger than 9 and older than 19 may be accepted only with the approval of the Superintendent or designate.

Normally, International Elementary students aged 9-12 years (grades 4 - 7) will only be considered provided they are living with a parent, a grandparent, other family member, guardian, or as approved by the Superintendent, or designate.

**4. Programs:**

District and School-based administrators will recognize, support and make arrangements necessary to offer the following educational programs to International Education Students:

- 4.1 Studies, through the regular full daytime program.
- 4.2 Short term programs promoting cross cultural understanding, language training and student integration into the Canadian cultural mosaic through various programs including orientation, curricular, and extra-curricular activities.

Adopted: March 12, 2008

Amended: June 2008, March 2009, Jan 2012, Sept 2018

- 4.3 Expanded Services - It is the prerogative of the District and individual schools to require students to avail themselves of expanded services for international students, such as orientation classes, E.S.L. classes, etc.
- 4.4 In schools where ESL is available, secondary students must take at least one ESL class or equivalent ESL support, on arrival. Exceptions are possible when the school has conducted a language assessment and the student is deemed not to need the ESL support or the student provides proof of a result satisfactory to the District on the TOEFL (or equivalent) exam.
5. **Admission Requirements:**
- 5.1 Students shall provide documented proof of satisfactory academic standing in their country of origin.
- 5.2 Students who wish to register in the academic program leading to B.C. graduation must demonstrate a proficiency in English, appropriate to this objective.
- 5.3 Students seeking to register in a program must provide a letter of reference from their current school regarding their behaviour and academic ability in support of their application. The contents of this letter will be among the factors considered when the District determines whether the student will be admitted for study in the District.
- 5.4 Students shall comply with the requirements of Citizenship and Immigration Canada.
- 5.5 Secondary students planning to attend for less than three years will be advised that mastery of the English language to the level required to achieve graduation usually takes a minimum of three years and often four or more years. For further information please note information available regarding the International Student Graduation Credit Policy at the BC Ministry of Education website [www.bced.gov.bc.ca](http://www.bced.gov.bc.ca).

**6. Fees:**

- 6.1 The District will charge tuition fees to those international students involved in the District's International Education Program
- 6.2 Tuition, Homestay and other fees to be paid by International Education students are set annually, by the Board. Tuition fees are payable in full directly to School District No. 48 (Howe Sound) when the student is accepted into the program.

*See Appendix 1 - International Education Program Fees*

- 6.3 To return to the program, students must be invited. Students who have been invited to return to the program will be required to pay the annual fees by June 30<sup>th</sup> prior to commencement of the school year.
- 6.4 Students who withdraw (or are withdrawn) from the program shall receive:
- (a) Tuition refunds according to the following schedule:
- A full refund will be paid to students who show proof that the Canadian High Commission (Canada Immigration) has refused their application for a student visa
  - A 50% refund will be paid to students who withdraw prior to the end of the first month of their education program.
  - No refund will be paid to students who withdraw after the end of the first month of their education program (or have an extended absence), nor will a refund be paid to students who are removed from the program at any time due to a violation of school or program rules.
  - Students who are forced to withdraw from the program due to unforeseen circumstances, such as death in the immediate family or an illness, or other circumstances deemed valid by the Superintendent or designate, shall receive a pro-rated refund of tuition fees upon submitting proof supporting their reason to leave.
- (b) Homestay and Medical Insurance refunds according to the following schedule:
- A full refund of any pre-paid Homestay Fees
  - A partial refund of medical insurance fees, pro-rated to the time of withdrawal.

Note: Students who plan to become Landed Immigrants

The International Student Program is designed for foreign students who wish to spend one or more years studying in a British Columbia School, unless otherwise arranged. It is not a program for Landed Immigrants or Canadian Citizens. Staffing for the International Education Student Program is based on numbers of students registered in September of the current school year. Therefore, those students who become Landed Immigrants during their term of study will not receive reimbursement of fees beyond the stated policy.

**APPENDIX 1****INTERNATIONAL EDUCATION PROGRAM FEES AND COMMISSIONS****School Year Fees:**

Program – Secondary or Elementary School - School Year

* Application Fee(non-refundable)	\$ 200.
* Tuition Fee	\$12,000.
* Medical Insurance	\$ 750.
* Homestay Placement Fee	\$ 300.
* Homestay Fee (per month)	\$ 800. (in Squamish or Pemberton,
increase to \$900 for 2010/11 school year)	
	\$ 900. (in Whistler, increase to \$1000 for 2010/11
	School year)
* Airport pickup/drop off (each way)	\$ 75. to/from Squamish (increase to \$80 effective
	July 1, 2009)
	\$ 125. to/from Whistler or Pemberton
* Passport and Study Permit Extensions	\$ 200. ( increase for 2010/11 school year)
* Formal validation of transcripts	\$ 200. (Mexican and Brazilian students)
* Homestay change (at discretion of	\$ 200.
International team)	

**\*All fees are reviewed annually (by September each year)**

Other programs of less than one year in duration are offered.

For information contact the District at 604 892-5228 or via email  
[international@sd48.bc.ca](mailto:international@sd48.bc.ca)

**Commissions:**

School District No. 48 will pay a commission to official agents of the District for each student they represent who has been admitted and is attending the International Program. To be an official agent, an Agent Agreement must be signed by both the agent and the District.

The commission rate is 15% of tuition fees of the student's program.

Any variation on the above commission structure must be approved by the Board.

Commissions will be paid once the student has been attending the program for one month and full fees for the student have been received.

Commissions owed to an agent will not be paid if there are any unpaid amounts in respect of students they represent.