

INTERNATIONAL STUDENTS

Background

The District recognizes the value of and actively encourages international students in Canadian Public School Education and is prepared to welcome qualified students to programs in the District.

Objectives of the program are as follows:

- To offer opportunities to international students to participate in the learning and social environments of district schools;
- To promote awareness of and appreciation for other cultures;
- To generate revenue to be used to enhance all educational services and/or programs. and
- To strengthen the connection between the City of New Westminster and other countries.

Procedures

1. The Director of International Education is the administrator responsible for the International Education Program.
2. The International Education Program admits and places qualified international students who meet the following criteria.
 - 2.1. Acceptance by the International Education Program;
 - 2.2. Motivation and interest in English academic studies;
 - 2.3. Approved living arrangements;
 - 2.4. Language proficiency and academic equivalency; and
 - 2.5. Availability of space in the schools
3. The District will recognize, support and offer the following educational services to accepted international students:
 - 3.1. Regular School Programs (K-12) through the regular daytime program. Placements in regular school programs will be open to students whose skills are at a level that would enable them to succeed at the grade level they are placed, without additional supports, with the exception of English language supports where available.
 - 3.2. Formal assessment of language proficiency and academic equivalency for students from grade 9 through 12.

- 3.3. Cultural and Cross Cultural Training -- activities promoting cross-cultural understanding and student integration into the Canadian mosaic through various programs including orientation and extra-curricular activities provided through the various district programs.
- 3.4. Personal and Career Counselling -- through regular district counselling services. Additional counselling supports will be provided through school referral for students experiencing acclimatization issues.
- 3.5. Short-term Study/Cultural -- program available as space permits during the school year or scheduled school breaks including spring break, winter vacation and summer.
4. International students will be integrated into regular courses so that everyone may benefit from the cross-cultural experience, subject to the following restrictions:
 - 4.1. Space availability -- enrolment of students will be subject to space being available. International students will not displace resident students from their regular classes.
 - 4.2. English proficiency -- if the assessment indicates that the student requires English language assistance and this support is not available at the requested school, the District reserves the right to place the students in another educational setting in the District which has an appropriate program.
 - 4.3. Enrolling grade -- the District will determine the grade placement of each student based on age, assessment results and previous school experience.
5. Admission will ensure, as best as possible, that accommodation arrangements used by international students while they are in the District satisfy the guidelines set out in the British Columbia Ministry of Education Homestay Guidelines for International Students (2015).
 - 5.1. All students must live with or be under the supervision of:
 - 5.1.1 A homestay family arranged through the International Education Program; or
 - 5.1.2 A notarized custodian, preferably over the age of 25 years, who is a Canadian citizen or Permanent Resident, and resides in B.C. full time.
 - 5.1.3 A parent or guardian. Elementary students are not eligible for the District Homestay Program and must be living with a parent or family member.

Students who do not comply with this rule may be dismissed from the program.

- 5.2. The International Education Homestay Program will endeavour to place students with local families. Students must follow the Homestay Program rules; failure to do so may lead to the removal of the student from the homestay and from the program.
- 5.3. A non-refundable fee will be charged to each international education student for homestay placement.
- 5.4. The Director will ensure that all required homestay family members undergo a criminal record search prior to the placement of international students in the home.
- 5.5. The Director will ensure that all international students under the age of 19 have a custodial guardian.
6. Generally, international students will be working toward a Certificate of Graduation. The District may also accept suitable students for an English Language and Culture experience of one or two semesters.
7. The Superintendent, in conjunction with the Director, will establish fees for the International Student Program which cover totally the cost of educating the students while in the Program and provide additional revenue to enable the District to enhance its programs to the student population. International students who will not be required to pay fees are limited to those who meet Ministry of Education funding eligibility requirements, or students whose parents satisfy, through an administrative review with the District, that there are exceptional circumstances which warrant a tuition-free education.
8. Contract/Commission - The Director will establish contact with potential agents and, where feasible, an agreement will be signed. Regular renewal of contracts is based upon agents' performance. Generally, a commission is paid to agents at the rate of 15% or less.
9. Student Authorization - All students must be authorized to study in Canada. Documentation supporting authorization to study will be collected upon the student's arrival in Canada and must be current.
10. Exchange Students - Students participating in a District-approved cultural exchange program will be permitted to attend a school for up to ten months without the payment of fees for the purposes of promoting goodwill and international understanding between the District and other countries. Non-graduated school age students participating in a "one in/one out" reciprocal and equal exchange will be accepted and act as placeholders for the identified resident students.
11. The International Education Program shall offer at most two scholarships, equal to the amount of the tuition fee, per academic year to deserving students. The decision, circumstances and amount awarded will reside with the Director and/or the Superintendent.

Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)

12. The International Education Program shall offer at most two scholarships and/or bursaries in the amount of \$500.00 each to graduating international students who have maintained excellence in their academic program.
13. The Director will utilize the following refund procedure:
 - 13.1. All requests for refunds must be made in writing.
 - 13.2. A non-refundable processing fee is applied to all applications.
 - 13.3. A full refund (less any assessment fees) will be given if Immigration Canada does not approve the Student Authorization application. Refund requests are to include a copy of the formal letter of rejection and the original Letter of Acceptance issued by the District.
 - 13.4. Two thirds (2/3) of the tuition fee will be refunded if the student withdraws prior to the commencement of the program;
 - 13.5. One half (1/2) of the tuition fee will be refunded if the student withdraws before 30 calendar days have elapsed.
 - 13.6. No refund of tuition fees will be given if the student withdraws after 30 days from the commencement of the program.
 - 13.7. No refund of the tuition fees will be offered if the student is found to be in violation of the law or regulations as determined by the Government of Canada, the police, New Westminister School District, or the school's Code of Conduct.

*Reference: Sections 2, 3, 4, 7, 8.2, 20, 22, 23, 65, 74.1, 75, 75.1, 85 School Act
Family Relations Act
Infants Act
Ministry of Education Funding Policy: Eligibility of Students for Operating Grant Funding (2013)
British Columbia Ministry of Education Homestay Guidelines for International Students (2015)*

SD No. 40 (New Westminister)

Adopted: May 30, 2017

Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminister)