



XXXX: International Education (A/P)

Approved: 24 06 11

BACKGROUND

The Pacific Rim School District recognizes the value of international education opportunities for fostering global understanding, cultural exchange, and enriching the learning experiences of students within the district. The Pacific Rim International Student Program (PRISP) aims to provide international students with an immersive overseas education experience surrounded by natural beauty in the heart of Vancouver Island, Canada. We are dedicated to fostering cross-cultural understanding, academic excellence, and personal growth.

DEFINITIONS

- **International Student:** A non-Canadian student who pays tuition fees and whose natural parents do not hold any valid visa status that would qualify the student for free schooling in Canada.
- **Fee-Paying Student:** International students enrolled in district schools subject to paying registration fees.
- **Fee-Exempt Student:** International students who may be exempt from paying international student registration fees under specific circumstances outlined in these procedures.

PROCEDURE

Eligibility and Enrollment Criteria

A. Eligibility Criteria

1. **International Students:** Students who are not Canadian Citizens or Permanent Residents are classified as fee-paying international students unless they are here with a parent/guardian as described below. Status as Ordinarily Resident may be provided through the following documentation examples:
 - Canadian citizenship card
 - Confirmation of immigration status
 - Confirmation of refugee status
 - Permanent resident card
 - Work permit (valid for a minimum of one year), along with proof of employment; and, current passport
 - Study permit (valid for a minimum of one year), letter of acceptance or transcript showing enrollment in a degree or diploma granting program at a public post-secondary institution authorized by the Ministry of Advanced Education; and current passport
 - Diplomatic status



2. **Fee Exempt Students:** International students may be enrolled in District schools without paying international student registration fees if they fall into one (1) of the following categories:
- Attending school on a reciprocal and equal exchange. This exchange must be on a “one in/one out” ratio with the same District for the same length of time, with the exchange completed within two (2) years.
 - A refugee claimant with an acknowledgment letter from the IRCC and whose parent(s) are ordinarily resident in the Pacific Rim School District.
 - A child of a parent(s) who has been admitted to Canada for permanent residence and can substantiate this with documentation from IRCC, and whose parent(s) is ordinarily resident in the Pacific Rim School District.
 - A child of a parent(s) who has been admitted for temporary residence in Canada who holds a Study Permit valid for a term of one (1) year or more, and who is ordinarily resident in the Pacific Rim School District:
 - The study permit must be accompanied by documentation that specifies enrolment in a degree or diploma program at a local public post-secondary institution.
 - The Study Permit holder must meet residency requirements as outlined by the Ministry of Education for funding purposes which means the parent must provide evidence of residency in the Pacific Rim School District and must maintain an ongoing presence (ordinarily resident status) in the Pacific Rim School District.
 - A child of a parent who has been admitted for temporary residence in Canada who holds a Work Permit valid for a term of one (1) year or more, and who is ordinarily resident in the Pacific Rim School District:
 - The Work Permit must specify an employer, and the request for enrollment of the child must be accompanied by the Letter of Employment and a pay receipt issued by the employer.
 - The authorized work identified on the Work Permit must be a salaried/paid position of at least minimum wage as defined in British Columbia and a minimum of 30 hours per week.
 - The Work Permit holder must meet residency requirements as outlined by the Ministry of Education for funding purposes which means the parent must provide evidence of residency in the Pacific Rim School District and must maintain an ongoing presence (ordinarily resident status) in the Pacific Rim School District.
 - Open Work Permits may be accepted in support of enrollment of a student as fee-exempt student provided the student’s guardian demonstrates proof of residency, provides the requested documentation of employment in the Pacific Rim School District or surrounding area, and submits documentation of ongoing employment as required.



- A child of a parent(s) who has been admitted as a temporary resident in Canada under a teacher exchange program.
- A child of a parent(s) who is carrying out official duties as a diplomatic or consular official and who can substantiate this with a Foreign Representative Acceptance Counterfoil or Diplomatic Visa in the parent(s) passport. An appointment letter from the embassy or consulate stating the position and length of term must also be submitted.
- A child of a legal guardian as defined by the Ministry of Education through the Divorce Act, the Family Relations Act, the Infants Act, and the Child, Family and Community Service Act.

B. Enrollment Process

1. **Application Criteria:** International students may apply to enroll in the Pacific Rim School District as a full-time International Student in an elementary or secondary school if they meet the following criteria:
 - Demonstration of functional literacy in English.
 - Indication of acceptable academic ability.
 - Live in an approved homestay, or with their parent(s) or legal custodian (over twenty-five (25) years of age), who will maintain adult supervision throughout the study period.
 - Elementary school students will only be enrolled if they are living with a parent or have the approval of the Director or designate.
 - Pay the appropriate fees for the program, including the application fee, medical insurance fees, tuition fees, and homestay placement fees as required.
 - Pay any additional fees as determined by the District, for the costs associated with any specialty programs the student is enrolled in with the District, such as AP, Academies, and other specific school-based programs.
2. **Payment of Tuition Fees:** The student shall pay tuition fees in full, upon verification of acceptance as follows:
 - Tuition will be levied according to the current Fee Schedule for International Students.
 - Tuition will be prorated in cases where the Director and/or designate admits a student for less than the full year or semester.
 - Additional fees will be levied if additional services are required. The Director and/or designate will determine such fees on a case-by-case basis in consultation with the Secretary-Treasurer and/or designate.
 - In special cases, such as those dictated by economic conditions or laws of foreign countries, the Director and/or designate may approve alternative payment plans for individual students, such as payment of an immediate sum with subsequent installments.



3. **Letter of Acceptance:** Upon receipt of fees, the Director and/or designate shall issue an Official Letter of Acceptance which the student will present to the Canadian High Commission, Embassy, or Consul in his/her home country for the purposes of Student Authorization by Citizenship and Immigration Canada. A Conditional Letter of Acceptance may be issued by Central Registration to families who will be studying at a public post-secondary institution or immigrant families who are applying for residency.
4. **Enrolment in a School:** Enrolment in a school, once all above conditions have been met, is dependent on the student being granted a Study Permit by Citizenship and Immigration Canada, or for short-term students an eTA (Electronic Travel Authorization), or visitor visa. Placement in a school will be at the discretion of the Director and/or designate.

C. Refund Policy

The following refund policy will apply:

- Full refund, less \$500 (\$450 +\$50 processing fee) if the student's application for a Study Permit is rejected by Canadian Immigration. A copy of the letter of rejection must be included with the request for a refund.
- Two-thirds (2/3) of the tuition if the student withdraws prior to the commencement of the program.
- One-half (1/2) of the tuition fee if the student withdraws at any time between the commencement of studies (defined as the first day of classes) and the end of the first calendar month of the program.
- No refund of the tuition fees if the student withdraws after the first calendar month of the program.

D. Homestay and Student Support

1. **Homestay Placements:** International students enrolled in PRISP may be placed in district-approved homestay arrangements or reside with parents, guardians, or approved custodians.
 - Homestay families will be approved for hosting through an application process that includes an interview of the family and an inspection of the home.
 - All persons over the age of 19 residing in the home will submit to a 'Criminal Record Check'.
 - The host parent will sign a Homestay Agreement and a Homestay Remuneration Agreement with the school district. These agreements will stipulate responsibilities of the school district and the host family and will dictate the procedures for payment of homestay room and board remuneration to the family.
2. **Homestay Fees:**
 - The student will pay to the district, prior to their arrival in Canada, the full fees for homestay for the duration of the stay unless installment payments have been arranged through the International Student Education Office.



- This fee will be held on behalf of the student in an account with the district. The district will make regular payments on the student's behalf to the homestay parent on the second Friday of each month for the duration of the stay.
 - No family may demand any other fee for service that is not listed in the Fee Schedule.
 - Homestay payments for respite, partial months, short-term programs, and summer programs shall be stipulated on the Homestay Remuneration Agreement, signed by the homestay family for each month.
 - Any sum remaining in the account held on behalf of the student on completion of the student's enrolment shall revert to the school district.
3. **Student Support Services:** The Board shall ensure that international students receive adequate support services, including academic counseling, English language support, and cultural orientation programs.

E. Medical Insurance

All international students must have comprehensive health and accident insurance purchased through the International Student Education Office.

1. The student will submit to the school district a premium sufficient to cover the duration of the student's enrolment.
2. The Director and/or designate shall register the student and make payment for appropriate medical coverage through a recognized provider while the student is registered with the Pacific Rim School District.
3. Any sum remaining in the account held on behalf of the student on completion of the student's enrolment shall revert to the school district.

F. Custodianship

In compliance with the guidelines of Citizenship and Immigration Canada, all international students must be under the care of a custodian.

1. For students enrolled in the district's Homestay Program, this will be the school district, in which case the designated official will be the Director or designate.
2. Students placed in private homestay families must provide a notarized custodianship document to the International Student Education Program unless they are in the care of a natural parent.

G. Compliance and Conduct

1. International students enrolled in PRISP must adhere to the district's code of conduct, school policies, and Canadian laws.
2. The Board reserves the right to dismiss international students from PRISP for violations of conduct or failure to meet academic requirements.



H. Returning Students

1. International students who meet age qualifications may continue their studies for a further period of time as follows:
 - Acceptance for a further year of study will be at the discretion of the Director and/or designate.
 - The student will pay by May 31st their full program fees, as per the current Fee Schedule for International Students unless installment payments have been arranged through the International Student Education Office.
 - The district will then issue an Official Letter of Acceptance to facilitate them being granted an extension of their Student Authorization by Citizenship and Immigration Canada.

RESOURCES AND REFERENCES

Pacific Rim School District Policy XXX:
Pacific Rim School District 70 2023/24 – 2027/28 Strategic Plan
Central Okanagan School District
Sooke School District
Nanaimo Ladysmith Public Schools
Saanich School District

