

ADMINISTRATIVE PROCEDURE

Students

Admission of International Students

STU #05

Reviewed: January 2022

Background

Alberta Learning's policy governing International Student Services states the following:

"In our rapidly changing world, the demands for quality education and English language instruction are increasing significantly. Many international students recognize that Alberta offers quality educational services and they are interested in accessing these services. When international students study in Alberta, they benefit by obtaining highly respected credentials which are accepted at post-secondary institutions worldwide. They also learn about the Canadian way of life and develop a better understanding of Canadian culture."

In addition, through contacts with these international students, Alberta students have an opportunity to get to know students from other cultures and to establish friendships with these students. It is through such international linkages that joint activity on worldwide issues can be achieved."

Christ The Redeemer Catholic School Division (CTR Catholic) supports Alberta Learning's Policy 3.4.2 governing International Student Services.

In this procedure,

1. "international student" means a student who does not meet the conditions of Sections 3(1) and 3(2) of the Education Act,
2. "visiting student" means an international student, studying in Alberta. Arrangements for these students to study in Alberta are made by private organizations,
3. "exchange student" means a student on a reciprocal exchange program, and
4. "reciprocal student exchange program" means one where an Alberta student exchanges places with a student from another country.

Procedures

1. Admission of international students shall be with the approval of the Superintendent or designate in consultation with the school principal.
2. The principal, upon receiving a request to admit an international student, shall determine: the availability of student placement spaces; appropriate instructional and learning programs; and the suitability of the placement for both the international student and of the school community.

3. Applicants must have met all requirements pertaining to international students studying in Canada stipulated by Immigration, Refugees and Citizenship Canada. School principals are to make themselves fully familiar with these requirements. They can be accessed at:
<http://www.cic.gc.ca/english/study/index.asp>.
4. Prior to admission, the principal shall review the student's passport and all relevant documents stipulated by Immigration, Refugees and Citizenship Canada to ensure all is in order.
5. School principals are to obtain copies of all relevant Immigration, Refugees and Citizenship Canada documents from the student and maintain current documents on file.
6. Tuition fees shall be established annually in May by the Associate Superintendent of Corporate Services in consultation with the Superintendent or designate and will be in accordance with Alberta Learning Policy 3.4.2. and based on the category of the international student (see definitions above).
7. Tuition fees must be received by the board prior to admission and shall form part of the school's site-based budget.
8. In addition to tuition fees, international students shall also be responsible for the payment of regular school fees (e.g. fees associated with specialized programs, athletics, co-curricular activities, graduation, field trips, student council, locker rental, yearbooks, student agendas, etc.).
9. School principals may recommend to the Superintendent or designate a reduction in the tuition fees on a case-by-case basis.
10. There will be no appeal of admission status or tuition fees by applicants under this procedure. The decision of the Superintendent or designate shall be final.