



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section: Educational Services

- Admissions and Attendance

Regulation Code: ES-5.1.1

Regulation: STUDENT REGISTRATION/

Policy Code Reference: ES-5.1

ADMISSION – NON-RESIDENT STUDENTS

Page 1

This administrative regulation is written in accordance with the guiding principles in Board Policy No. ES-5.1, Student Registration/Admission.

1. Non-resident students will be admitted following a review by the Finance Department in conjunction with the appropriate superintendent of student achievement. The following are requirements of registration:
 - 1.1 birth certificate,
 - 1.2 immunization records (translated as required),
 - 1.3 legal guardianship (where applicable),
 - 1.4 study permit from Immigration, Refugees and Citizenship Canada (where applicable),
 - 1.5 Certificate of Eligibility from First Nation Councils (where applicable), and
 - 1.6 tuition fees (where applicable).
2. School staff will use the Ministry of Education Student Information and Eligibility Form to collect information in keeping with the Education Act, to provide confirmation of Pupil Eligibility for English as a Second Language (ESL), residency and the right to attend without paying tuition fees. The form will be retained in the student's Ontario Student Record (OSR). School staff will be provided with ongoing training on registration procedures for non-resident students.
3. Non-resident First Nation students living on a First Nation Territory may be admitted through agreements with First Nation Councils for the purchase of education from the Board.
4. Visa and out-of-country students will not be admitted prior to the following conditions being met:
 - 4.1 Visa students only (*Grade 1 to 12) must obtain a study permit from Immigration, Refugees and Citizenship Canada and must provide the study permit to the school office at the time of registration for the purpose of documenting on the Student Information and Eligibility Attestation Form. Questions should be directed to the International Program Coordinator's office.

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ADMISSION – NON-RESIDENT STUDENTS – continued

Page 2

*Junior Kindergarten and Senior Kindergarten foreign students are not required to obtain a study permit, however, may enroll in the program.

- 4.2 Tuition fees for visa and out-of-country students must be submitted to the International Program Coordinator's office by electronic funds transfer/wired funds, with the exceptions noted in item 6 below.
5. Should it become necessary for a visa student to transfer to another school, the student must inform Immigration, Refugees and Citizenship Canada of the transfer. Should the transfer be to a different school board, the Kawartha Pine Ridge District School Board letter of acceptance shall be deemed void.
6. In accordance with the Education Act, Section 49(7), the Board will not charge tuition fees to foreign students requesting to register in our system, who are in Canada under one of the following conditions:
 - 6.1 a person who is a participant in an approved educational exchange program under which a pupil of the Board attends a reciprocal school outside Canada without a fee;
 - 6.2 a person who is a dependant within the meaning of the Visiting Forces Act (Canada);
 - 6.3 a person, if that person, his or her parent or someone else with lawful custody of him or her is in Canada
 - 6.3.1 under a temporary resident permit issued under the Immigration and Refugee Protection Act (Canada),
 - 6.3.2 under a diplomatic, consular or official acceptance issued by the Government of Canada, or
 - 6.3.3 claiming refugee protection under the Immigration and Refugee Protection Act (Canada) or having had such protection conferred on him or her;
 - 6.4 a person, if that person is awaiting determination of an application for permanent residence in Canada under the Immigration and Refugee Protection Act (Canada) or an application for Canadian citizenship and his or her parent or someone else with lawful custody of him is a Canadian citizen residing in Ontario;

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Policy Code Reference: ES-5.1

Page 3

- 6.5 a person, if his or her parent or someone else with lawful custody of him or her is in Canada
- 6.5.1 under a work permit or awaiting the determination of an application for a work permit under the Immigration and Refugee Protection Act (Canada),
- 6.5.2 as a permanent resident within the meaning of the Immigration and Refugee Protection Act (Canada) or is awaiting determination of an application for permanent residence in Canada under the Immigration and Refugee Protection Act (Canada),
- 6.5.3 as a religious worker authorized to work in Canada under clause 186(1) of the Regulations made under the Immigration and Refugee Protection Act (Canada),
- 6.5.4 in accordance with authorization under the Immigration and Refugee Protection Act (Canada) to study in Canada and is a full-time student at a university, college or institution in Ontario, including an institution that is an affiliate or federated institution of a university or college, that receives operating grants from the Government of Ontario (proof of active or current enrollment required), or
- 6.5.5 in accordance with an agreement with a university outside Canada to teach at an institution in Ontario, including its affiliated or federated institutions, that receives operating grants from the Government of Ontario.