



## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

### ADMINISTRATIVE REGULATIONS

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**Section:** Educational Services

- Admissions and Attendance

**Regulation Code:** ES-5.1.3

**Regulation:** STUDENT REGISTRATION/  
ADMISSION – STUDENT TUITION FEES

**Policy Code Reference:** ES-5.1  
**Page 1**

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

1. Administration will determine the upcoming school year student tuition fee prior to the end of each school year and prepare a report annually for presentation to Administrative Council. Tuition fees will be charged to all non-resident students which include First Nation students living on a First Nation Territory, visa, out-of-country students, and students with arranged visits for a short-term stay. Tuition fees for visa and out-of-country students must be submitted at the time of registration and/or prior to admittance, to the International Program Coordinator's office by electronic funds transfer/wired funds. First Nation students living on a First Nation Territory are covered under current education agreements between the First Nations and the Board.
2. A visa student is any foreign student who is enrolled in a program that is more than six months in length. These students require a study permit and are fee paying. The following documentation is required:
  - 2.1 International Program Student Application Form and the Ministry of Education Student Information and Eligibility Form,
  - 2.2 proof of student visa (school staff will record validity dates on the Ministry of Education Student Information and Eligibility Form),
  - 2.3 two years of school transcripts,
  - 2.4 copy of student passport
  - 2.5 updated immunization records (translated as required),
  - 2.6 updated medical information done while in Canada, and
  - 2.7 Canadian guardian information/Custodian Declaration form as required.
3. A student with an arranged visit for a short-term stay is any foreign student who is enrolled in a program of study that is six months or less. Students will provide the following documentation:
  - 3.1 International Program Student Application Form and the Ministry of Education Student Information and Eligibility Form,

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ADMISSION – STUDENT TUITION FEES – continued

**Page 2**

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- 3.2 proof of visitor visa (school staff will record validity dates on the Ministry of Education Student Information and Eligibility Form),
  - 3.3 two years of school transcripts,
  - 3.4 updated immunization records (translated as required),
  - 3.5 updated medical information if in Canada more than three months,
  - 3.6 Canadian guardian information/Custodian Declaration form as required.
4. A student living with their family in Ontario, who have been granted permanent resident status by Immigration, Refugees and Citizenship Canada, shall not be charged fees to attend school.
  5. Requests to waive fees should be submitted in writing to the appropriate superintendent of student achievement for presentation to Administrative Council. Approval will be considered individually, and approved only if, in the opinion of Administrative Council, extreme financial hardship would be imposed, or if such extenuating circumstances exist as to preclude the student from continuing their education.