

School Administration

Administrative Procedure: Admission of Exchange or Foreign Students			
EFFECTIVE DATE: May 25, 2005	R E F E R E N C E S	ADMINISTRATIVE PROCEDURE CODE: 1.A.200	
AMENDED DATE: August 28, 2013		Policy Reference	
		Legal Reference	

Exchange Students

The Border Land School Division recognizes the value and contributions made by exchange students at the senior years to be intellectual, social, and cultural milieu of a school. The Superintendent in conjunction with the school principal will process each application and consider the following factors:

- Availability of classroom space
- Program compatibility
- Space for community accommodation

Agencies or sponsoring families for the fall term of that year must submit all relevant information by June 1st.

Foreign Students

Foreign students are individuals seeking enrolment in Division senior years schools, who have neither Canadian citizenship nor landed immigrant status. Such students may apply to Citizenship and Immigration Canada for student visas only if a sponsoring school is willing to accept them. In addition, foreign students will be required to pay an annual student fee as set by the Division. This fee will be determined by the Division on an annual basis.

Admission of Exchange or Foreign Students

- Students must apply for admission by June 1st for registration in September.
- The tuition fee for the full year may be paid in advance or in two instalments. One payment shall be made before the start of the fall term and the second payment shall be made by the spring term. No refund of fees shall be made if a student discontinues classes, for any reason, during the school year.
- The tuition fees will be determined upon application.
- The form should be completed by the students or by their parents/guardians and, together with the tuition fee payment, should be submitted to the Superintendent.
- Acceptance of the applicant shall be communicated to the school by the Superintendent.
- Principals shall be responsible for appropriate grade placement of foreign students and, if in doubt, will consult with Manitoba Education.
- Acceptance of a candidate will be for a one-year period only. Permission to continue attending divisional schools will be granted annually, with application and fees for continuation to be received by June 30th.