

FORT LA BOSSE SCHOOL DIVISION

TITLE - **ADMISSION OF FOREIGN AND EXCHANGE STUDENTS** POLICY - **JFABB-R**

Approval Date - 11/02/02

Cross Reference -

Resolution # - 51/02

Implementation - 11/02/02

Legal Reference -

Last Reviewed - 23/04/12

Foreign Students Admission Requirements:

- A Canadian student visa. (Attach a photocopy to the application form.)
- If deemed advisable an agent(s) of the Division may seek evidence of satisfactory English language proficiency.
- A transcript of the student's most recent marks, including an English mark (An explanation of the grading system used on the report card should be provided, preferably with marks converted to a percentage grade format.)
- A cheque for the entire foreign student fee, payable to the Fort La Bosse School Division # 41, must accompany the application form.

Foreign Student Admission Procedure:

Foreign students may be enrolled in the schools of this Division subject to compliance with the following criteria:

- The student must apply for admission before school opening in the fall or before the commencement of a semester.
- The required non-resident fees will be paid in advance. Such fees are determined by the Board each year in accordance with this and other Division policy and will be indicated on the enrolment application form.
- The foreign student application form, Exhibit [JFABB-E](#), should be completed by the student or his parents and submitted to the Superintendent together with the full fee and other required documentation. Documentation is itemised in this regulation. The form will be processed, as a non-resident student form, if the student is approved for enrolment.
- There must be space available within the Fort La Bosse schools for the student.
- Foreign students applying for enrolment must have sufficient command of the English language, as determined by the Principal of the school, to function successfully at the grade level of enrolment.
- Educational prerequisites must be met for enrolment in the schools of the Division.
- The quality of education within the school will not be adversely affected through the admission of foreign students, e.g., by overcrowding of classrooms.
- Foreign students who require special resources may be assessed a fee beyond the normal non-resident fee.

- Foreign students will be accepted for a one-year period only. Application must be made annually and submitted with the appropriate fees. In the event that a student requests attendance at a Fort La Bosse school for a period of less than one school year, the tuition fee payable will be pro-rated to a monthly fee for each month (or portion thereof) the student is in attendance.

Exchange Students Admission Requirements:

- Documentation from the organization sponsoring the student exchange. (This organization will ensure that a Canadian student visa and any other necessary information are provided.)
- A cheque for the assessed portion of the non-resident student fee, payable to the Fort La Bosse School Division # 41, must accompany the application form.

Exchange Student Admission Procedure:

Exchange students may be enrolled in the schools of this Division subject to compliance with the following criteria:

- The student or sponsoring organization must apply for admission before school opening in the fall or before the commencement of a semester;
- The Division will exempt a maximum of three (3) exchange students on a Division-wide basis, in any school year, from the non-resident fee assessment. When considering applications for the upcoming school year, approvals will be limited to one exchange student per high school until May 1. After this date, if the Division has accepted less than three students, applications will be considered for placement at any high school;
- Exchange students in excess of three (3) on a Division-wide basis will be assessed a non-resident fee in accordance with this and other Division policy;
- In the case of non-exempted exchange students the required non-resident fees will be paid in advance. Fees will be the same as those for foreign students, pro-rated to reflect the percentage of the eligible pupil count specified for the exchange organization in question. Manitoba Education, Training and Youth specify this ratio from time to time. For exchange students seeking admission under the auspices of an exchange organization not listed by the Province the full non-resident student fee will be assessed;
- The foreign student application form, Exhibit **JFABB-E**, should be completed by the student or his parents and submitted to the Superintendent together with the applicable fee and sponsoring organization documentation. The form will be annotated to indicate the appropriate fee and processed, as a non-resident student form, if the student is approved for enrolment;
- There must be space available within the schools for the students;
- The quality of education within the school will not be adversely affected though the admission of exchange students, e.g., by, overcrowding; and
- The exemption of up to three exchange students, as stated above, may not apply to exchange students who require special resources. Any exchange student requiring special resources may be assessed a fee beyond the exemption and/or in addition to the normal fee.

Acceptance and Assignment

Upon receipt of the application, an administrator in one of our schools will evaluate credentials, if possible, the school requested on the application. Should the application be approved, the student will be assigned to one of our schools, again the one requested, if possible. The Administrator and/or students services support staff at the school to which the student has been admitted will arrange the specific program of studies.

