

NON-RESIDENT STUDENT TUITION AGREEMENTS AND FEES

Background

Subject to suitable programs, resources and space being available, students who are not resident students may be accommodated in the schools of the Division.

Definitions

An *exchange student* means a student on a reciprocal exchange program where a Division student exchanges places with a student from another country.

An *international student* means a student whose parents are citizens of and reside in another country.

An *out-of-Division student* is one whose parents/guardian reside outside of GYPSD boundaries.

An *out-of-province student* refers to a student whose parents reside in another province.

A *specially challenged student* is defined as a student for whom the regular program of studies is not suitable and for whom additional resources must be allocated to provide an effective educational experience.

A *visiting student* means a foreign student studying in Alberta. Arrangements for these students to study in Alberta are made by such organizations as the Association of Scandinavian Student Exchange (ASSE), Education First (EF), and Intercultural Canada.

Procedures

1. General

- 1.1 A student attending a Division school and who is not a resident student of the Division will be categorized as an out-of-province, out-of-Division, extension, international, visiting, or exchange student.
- 1.2 Only out-of-province students who are completing a high school program as outlined in clause 2.4.2. extension students who are completing a program and who are not repeating courses and an exchange student who has entered into a contract whereby a Division student exchanges educational placement with that student will be exempt from the payment of tuition fees.
- 1.3 All students categorized as: international students and visiting students and all other out-of-province and extension students will be charged the tuition fee established by the Board.
- 1.4 Tuition fees under this Administrative Procedure will be reviewed annually by the Superintendent/Secretary-Treasurer in conjunction with the annual budgeting process.
 - 1.4.1 Principals may assess other school fees to the student depending on any

special program costs involved.

- 1.4.2 All assessed school fees will require the approval of the Superintendent/Secretary-Treasurer.
 - 1.5 The schedule of tuition fees will be distributed to all interested parties as soon as is practical following the adoption of the Division budget report.
 - 1.6 Tuition fees are payable in advance semi-annually on the first day of September and February or as agreed between the Superintendent/Secretary-Treasurer and the party accepting responsibility for the payment of the fees.
 - 1.7 Tuition fees may be pro-rated for students who do not attend school for the full school year. In addition, tuition fees for high school will be pro-rated for part-time attendance by considering a credit load of thirty-five (35) credits to be the equivalent of a full-time student.
2. Tuition and Registration Fees for the Division :
 - 2.1 Refer to the Appendix A, Fee Schedule for tuition costs.
 3. Out-of-Province Students
 - 3.1 An out-of-province, non-resident student who is new to the Division will pay a tuition and registration fee as outlined in Appendix A, Fee Schedule.
 - 3.2 International Students
 - 3.2.1 The Office of the Superintendent may accept an international student provided that:
 - 3.2.1.1 The international student is assessed a tuition fee as outlined in section 2; and any additional costs of providing the student's educational program as approved by the Superintendent.
 - 3.2.1.2 An international student participating in the Homestay program is assessed fees as outlined in Appendix A, Fee Schedule.
 - 3.2.1.3 The international student has provided proof of medical insurance or has purchased medical insurance from the Board's approved insurance provider.
 - 3.2.2 The Office of the Superintendent will have in place procedures for the recruitment and housing of international students.
 - 3.2.3 The Office of the Superintendent will have responsibility for all administrative functions with respect to international students other than the financial aspects.
 - 3.2.4 School administration will be responsible for day-to-day program supervision of the student(s).
 - 3.3 Visiting Students
 - 3.3.1 The Division may enter into agreements for visiting students, provided that there is no cost to the Division or to the school as a result of such an agreement.
 - 3.3.2 The Division will charge a tuition fee for visiting students and any additional costs of providing the student's educational program as approved by the Superintendent as outlined Appendix A, Fee Schedule.
 - 3.4 Exchange Students

- 3.4.1 The Division may enter into an agreement for a student on a reciprocal exchange program with the approval of the Superintendent. It is the responsibility of the Office of the Superintendent to provide documentation of the student exchange contract.
- 3.4.2 No tuition fee will be charged for a student on a reciprocal exchange program approved by the Superintendent.

4. Specially Challenged Students

- 4.1 A resident student may be classified as a Specially Challenged Student.
- 4.2 Subject to such appeal procedures as may be provided in the Education Act or its attendant regulations, and in consultation with the parents of the student, the Superintendent will determine the suitability of a specially challenged student's program of studies.
- 4.3 In the event that the Division deems that it cannot offer a resident student a suitable program, the Division will direct that student to a school offering a program appropriate to the needs of the student.

Reference: Section 3,4,11,12,13,33,43,52,53,197,204,222 Education Act
AP 301 Fee Schedule, Appendix A
International School Partnership Bulletin 3.4.1
International Student Bulletin 3.4.2
Student Exchange Bulletin 3.4.3

Approved: November 2005
Amended: September 23, 2009; March 21, 2018; July 1, 2018; April 30, 2020