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JFAB

Admission of Non-Residents**Criteria For Admission for Non-Residents**

Criteria for the admission of non-resident students shall be governed by the Public Schools Act (PSA) which states that:

A school will enroll a student unless:

- a. Space is not available in the school
- b. Special equipment or physical facilities required by the student are not available without significant expenditure
- c. Enrolling the student would be detrimental to the continuity of his or her education
- d. Enrolling the student would be detrimental to order, discipline and well-being of the students in the school
- e. The program is not suited to the age, ability, or aptitude of the student
- f. Proper notification is not provided by the parent or student (if over the age of 18) by May 15th

Student Accommodation Priority

The Division's priority for admission of students will be extended in the following manner:

- a. Resident students from within the school's catchment area
- b. Resident students from outside the school's catchment area
- c. Non-resident students

Note: All applications will be received at the school and will be taken in order with date and time verified by the school principal.

Principal's Discretion

The determination of whether or not there is space available to admit non-resident students shall be made by the school principal, who will be guided in this decision by:

- a. The Division's class size policy

ADOPTED	REVIEWED	REVISED	PAGE
24/June/2008		24/June/14	1 of 4
Motion 13-04-08		Motion 12-17-14	

- b. The assurance that there will be no adverse effects on the learning environment provided to students resulting from the admission of a particular student.

The principal's discretion in admitting or refusing to admit non-resident students shall be used in a fair and reasonable manner. Under special circumstances the Superintendent/CEO may place a student in a particular school.

Transportation

Non-resident students will not be eligible for any divisional transportation services, nor will they be provided transportation allowances or subsidies in any form.

Eligibility for Admission of Manitoba School-Age Non-Residents (Age 5 to 20) With No Fee:

Manitoba School Age Non-Resident Students, as defined above, and excluding those required to pay a fee as described below, may be admitted, without charge to Division schools.

Eligibility for Admission of Manitoba Non-Resident Students (Age 5 to 20) With Payment of Fees

A Manitoba School-Age Non-Resident Student, as defined above, who does require an Individual Educational Plan (I.E.P.), or individual additional programming services or special equipment or physical facilities, or support services, may be admitted, at the discretion of the principal, and in consultation with the Assistant Superintendent provided his or her parents or the home school division pay the additional costs beyond those normally attributable to the classroom teacher.

- i. Under this option, arrangements would be made to admit the student with a waiver of base costs only, and required payment of the additional costs.
- ii. Should any question arise with respect to determination of additional costs, the Superintendent/CEO or designate shall make a ruling.

Eligibility for Admission of Adult Non-Resident Students (Age 21 or Over) With Payment of Fees

ADOPTED	REVIEWED	REVISED	PAGE
24/June/2008		24/June/14	2 of 4
Motion 13-04-08		Motion 12-17-14	

An Adult Non-Resident Student (age 21 or over) shall be admitted to Division schools under the following terms, and shall pay fees specified herein, as follows:

- a. All adult non-resident students (age 21 or over) who are enrolled in programs in St. James-Assiniboia School Division will be charged a fee for each credit (this fee is income tax deductible).
- b. Course refunds will be established in the following manner:
 - i. 100% of the fee shall be refundable if the student withdraws from the course before the classes commence.
 - ii. 50% refund shall apply if the student has started attending but withdraws before the end of the first month of the semester (September 30th, February 28th).
 - iii. 25% refund shall apply if the student attends beyond the first month, but withdraws before the first 2.5 months of the semester (November 15th, April 15th).
 - iv. no refund shall be given if the student withdraws from the course after the 2.5 - month period.
- c. Adult students are eligible for up to four free courses beyond graduation.

Duration of Approval

Once a non-resident application has been given final approval, it will remain in effect, only at the school to which the student has been admitted, until the student completes the highest grade level at the school into which he or she has been admitted.

The Division retains the right to rescind the approval at any time, should circumstances arise which restrict the Division's ability to provide appropriately for the education of its own resident and catchment area students, or which result from unusual student population changes.

Completion of Year

Completion of School Year – Students who commence the school year in September as resident students within the St. James-Assiniboia School Division, shall be permitted to remain in attendance for the remainder of the school year, even though their parents re-establish residence in another school division.

Withdrawal of Acceptance

Notwithstanding any of the foregoing, the Division reserves the right to withdraw its

ADOPTED	REVIEWED	REVISED	PAGE
24/June/2008		24/June/14	3 of 4
Motion 13-04-08		Motion 12-17-14	

acceptance of non-residents and to deregister such students. The following circumstances will cause such action:

- a. Failure, in the opinion of school administrators, to meet behavioural expectations.
- b. Failure to disclose information, or falsification of information, required in the Division's application.

Application Procedure For Non-Residents

- Applications must be made in writing using the Division's form *by* May 15.
- Applications must be submitted to the principal of the requested school for approval.
- The application shall then be forwarded to the Assistant Superintendent or designate.
- The principal of the receiving school will notify the parent and sending school no later than June 15 whether or not the student has been accepted.
- Applicants who miss the May 15 deadline will not be accepted unless their home division agrees to pay the fees. The Board has, however, authorized the Administration to enter into reciprocal arrangements with school divisions to allow the division to honour and accept transfer fees up to and including September 30 in any year from participating school divisions.

Non-Resident Forms and Fees

Non-resident forms should be completed by the student's parents (or the student in case of adults) and submitted to the school of choice, together with first term fees.

Fees for enrolment of non-residents are determined by the Board of Trustees.

The appropriate forms will be submitted to the Assistant Superintendent.

ADOPTED	REVIEWED	REVISED	PAGE
24/June/2008		24/June/14	4 of 4
Motion 13-04-08		Motion 12-17-14	