

LL#94442

IHBHE, IHBHE-R  
IHBHE-E-1, IJOC  
IJOC-E, JFABB-R  
JFABB-E-1

## **ADMISSION OF INTERNATIONAL AND EXCHANGE STUDENTS**

### **A. INTERNATIONAL STUDENT PROGRAM**

Goals of the International Student Program:

1. To provide multicultural experiences for our students. In light of the fact that we are becoming increasingly involved in a global community of unprecedented proportions, we must prepare our students for the ethnic, cultural and economic diversity that they will surely experience in their futures.
2. To attract students from around the world.
3. To improve international cooperation and understanding.
4. To provide opportunities for international students to experience Canadian culture, to improve their English language skills, and to assist them in preparation for future studies and career pursuits.

Management of the International Student Program:

The International Student Program must be self-supporting, with a minimum operating surplus of 10 per cent.

International Student Program students shall be enrolled throughout the schools of our Division.

Recognized Expenditures for the International Student Program are:

- Material and Equipment grants
- Marketing and recruitment expenditures, including fees paid to educational representatives for recruitment, education fair registrations, translator's fees and the travel costs associated with recruitment missions
- Salary costs for staff, including director, assistant director, International, Student Program secretary and additional staff, as required.
- Staff allocation as per formula for International Student Program students

The Director, International Student Program will provide a monthly financial report to the Secretary-Treasurer/Chief Financial Officer through the Assistant Superintendent, Administration. In addition, the Director will submit an annual

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report to the Assistant Superintendent, Administration and the Secretary-Treasurer/Chief Financial Officer in August of each year.

## **B. ADMISSION OF INTERNATIONAL STUDENTS**

International students are individuals seeking enrolment in Division schools, with neither Canadian citizenship nor permanent resident status. Such students may require a Study Permit from Citizenship and Immigration Canada before being accepted into the International Student Program. Students may require the services of the Homestay Program.

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

- a) The required fees shall be paid in advance or a payment plan will be established. Such fees are determined annually by the Board.
- b) The International Student Application Form (JFABB-E-1) shall be completed by the student, his/her parents or educational representative and be submitted to the Director, International Student Program, together with the application fee.
- c) There must be space available within the schools for the students.
- d) International students applying for enrolment must have sufficient command of the English language, at the discretion of the principal, to function successfully at the grade level of enrolment.
- e) Educational prerequisites must be met for enrolment in the schools of the Division.
- f) The quality of education within the school shall not be adversely affected, e.g., by overcrowding of classrooms, through the admission of international students.
- g) International students shall be encouraged to, but are not limited to, register at the specific high school where special language resources have been arranged for international students.

Admission of an international student will only be granted by the Director of the International Student Program.

## **C. ADMISSION OF EXCHANGE STUDENTS**

Exchange students may be international students or students from other provinces seeking enrolment in Division schools in exchange for a student in

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our Division attending in another school district/division. In the case of International students, they would have neither Canadian citizenship nor Permanent Residence status, and would be seeking enrolment through Division approved exchange programs. The International exchange students would be required to meet all the requirements of our International Student Program. Only the Superintendent of St. James-Assiniboia School Division or designate will grant the admission of an exchange student.

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

- a) The student or sponsoring organization must apply for admission before school opening in September or before the commencement of a semester.
- b) The appropriate application form from the prospective student exchange organization shall be completed by the students or their custodial parents/guardians (incoming and outgoing) and submitted to the Principal of the School for preliminary approval. If approved at the school level, the principal will forward the application to the Assistant Superintendent, Administration for Division approval.
- c) The quality of education within the school shall not be adversely affected, e.g., by overcrowding of classrooms, through the admission of exchange students.
- d) There must be space available within the schools for the students.

NOTE: A legal guardian means a person appointed or recognized as the guardian of a child under The Child and Family Services Act or The Court of King's Bench Surrogate Practice Act (PSA)

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