

Administrative Procedures 304
International Student Admission



External References:

- Education Act: Sections 2, 85, 87, 109, 110, 141, 142, 145, 156, 169, 171, 173, 175, 186
- Education Regulations: Section 20
- Guide to Student Registration

Adopted: June 28, 2011

Amended: February 19, 2016

Internal References:

- Form 304-1 Application for International Student

Background

International students are those wishing to study in the Division for a short period of time and planning to return to their home country.

Providing education to students from other countries can enhance the learning experiences of resident students while promoting enriched understandings and cultural experiences for the entire school community.

The following outlines the registration process for International Students. The Director or designate will consult with the principal and all required documents and tuition shall be received by the Director or designate prior to attendance at the school.

Procedures

1. The parent/guardian is to contact the principal, Director or designate.
2. The Director/designate will consult with the Principal regarding acceptance of international student(s) in accordance with preliminary requests and the school situation. The Director or designate will confirm with the parent/guardian as to the acceptance status of their child at a specific school.
3. The parent/guardian is to complete Form 304-1 Application for International Student and provide the Director or designate with the required information.
4. The parent/guardian provide the Director or designate with:
 - student visa (if studying longer than 6 months)
 - visitor visa (if studying 6 months or less)
 - photocopy of student passport (front page including photo)
 - proof of English competency (refer to section 6)
 - confirmation letter from host family including criminal record and vulnerable sector checks, etc.)
 - Acknowledgment of tuition commitment as discussed with the Director or designate based on Education Regulations.
5. Applications are completely processed and returned to the Director or designate by April 30 for enrolment in September. Applications received after April 30 will be considered for enrolment in February.

6. English Proficiency Requirements

- 6.1 Students who last attended school in a country other than Canada may, prior to admission to a Division school, be required by the Principal to have their previous educational standing evaluated by the Ministry of Education.
- 6.2 International Students are required to be able to communicate in English in order to be enrolled in a Division school. No additional supports are offered for International Students. If the student's English abilities are not at the required level or at the level claimed on the application, admittance to a Division school will not be permitted and the student may be sent home. Proof of English competency can be provided in one of two ways:
- 6.3 A transcript of marks (official/with a seal or stamp) indicating the student's ability with the English language and a letter of recommendation from the student's English teacher.
- 6.4 Test of English as Foreign Language (TOEFL) exam/standing for English competency may be required. The rating will be expected at the mean standing for the test score range, depending on the type of TOEFL. The rubrics for each of the four (4) areas of listening, speaking, writing and reading must be at the acceptable level. Students already in Saskatchewan may take the TOEFL test at the University of Regina or online at <http://www.ets.org/toefl>.
 - Paper-based TOEFL – a score of at least 450.
 - Computer-based TOEFL – a score between 140 – 153.
 - Internet-based TOEFL – a score between 41 – 52.

7. Tuition Payment

- 7.1 Appropriate fees (as discussed with the Director or designate based on Saskatchewan Education Regulations - approximately \$12,000/year) are paid when all documentation has been received and the application approved by the Director or designate.
 - 7.2 If requested, two (2) equal payments may be made, one (1) for the first semester prior to the start of school and one (2) in the second semester, prior to January 31.
 - 7.3 A student that has been accepted and whose paperwork has been processed, and subsequently does not attend, shall be charged five percent (5%) of the annual tuition payment (approximate tuition \$12,000 as per Saskatchewan Education Regulations).
 - 7.4 A student who withdraws within the first month of school shall be charged fifty percent (50%) of the annual tuition payment.
 - 7.5 No payments shall be refunded in the case of students that have been sent home part way through the semester for violating school or home rules, or partaking in illegal activities.
8. Upon receipt of the required documents, the Director or designate will consult with the school principal and provide a response to the parent/guardian indicating acceptance or denial.