

<b>International Student Admission Requirements (Fee-Paying Students)</b>	
<b>Adopted:</b> October 21, 2014	<b>Last Reviewed/Revised:</b> June 18, 2024
<b>Next Scheduled Review:</b> 2026-2027	
<b>Associated Policies &amp; Procedures:</b> <a href="#">I-22 Admissions to Schools, Elementary and Secondary</a> <a href="#">II-39 Progressive Discipline and Safety in Schools Code of Conduct – Suspensions and Expulsions</a> <a href="#">VI-17 International Student Admission Requirements (Non-Resident)</a> <a href="#">VI-19 Admissions to Schools, Elementary and Secondary</a> <a href="#">VI-94 Agents for Fee-Paying Student</a>	

## Purpose

To provide guiding principles to regulate the admissions of International Students/Visa Students making application to attend a Halton Catholic District School Board (HCDSB) school facility.

## Application and Scope

International students entering Canada through the International Student Program (ISP) wishing to continue their education in a Catholic-based educational system to immerse themselves into the Canadian Culture and/or prepare for post-secondary pathways.

International students will be permitted to attend HCDSB schools within the following limitations/conditions:

- Each application will be considered in accordance with existing HCDSB policies.
- A fee shall be calculated annually in accordance with the Core Education Funding (“Core Ed”) for that particular school year in accordance with the Education Act and its Regulations.
- A valid Study Permit (if required) is obtained.
- Meet International Student travel and study requirements set out by the Government of Canada and the Province of Ontario.

## References

### Education Act

- Subsection 49(5) of the Education Act (Admission of Qualified Non-Resident Pupil)
- Subsection 49(6) of the Education Act (Fee-Paying Students)

- Subsection 49(7) of the Education Act (Exemptions)
- Subsection 49.1 of the Education Act (Persons unlawfully in Canada)

[HCDSB International Student Program](#)

[Ontario's Strategy for K-12 International Education](#)

## Definitions

**Custodian:** A custodian is a responsible adult, who is a Canadian citizen or a permanent resident, who will take care of and support the minor child, defined in Ontario as under the age of 18.

**Fee Exemptions:** Subsection 49(7) of the Education Act outlines a number of situations where notwithstanding Subsection 49(6) of the Education Act, a non-resident of Ontario can be exempted from tuition fees based on their status and their parents' status.

**Fee-Paying Students (also known as: Visa Student; Other Student of the HCDSB; and International Student Program (ISP) student):** Subsection 49(6) of the Education Act defines 'Fee-Paying Students' as students who are temporary residents within the meaning of the *Immigration and Refugee Protection Act (Canada)* (e.g., visitor visas) or persons who have study permits. In these situations, school boards must charge the student applicable tuition fees.

**Unlawful Status in Canada:** Subsection 49.1 of the Education Act, a student that is less than 18 years of age shall not be refused admission because the student or the student's parent or guardian is unlawfully in Canada. Students are still required to meet the admission requirements under *Policy I-22 Admission to Schools, Elementary and Secondary*.

## Principles

- International Students bring diverse experiences and knowledge to HCDSB schools, which enhances the overall educational experience of local students and the entire school community.
- The HCDSB is committed to extending equal opportunities to Fee-Paying Students approved to attend the International Student Program as the HCDSB would for students of the HCDSB.
- Fee-Paying Students attending the International Student Program will have access to all curricular enhanced programming, co-curricular activities, and school supports as would students of the HCDSB.

## Requirements

- International and Out-of-Province students who have met the legal criteria to attend an elementary or secondary school in Ontario will be admitted upon payment of a fee determined by HCDSB in accordance with the Ontario Education Act and Regulations.

- Fee-Paying Students must meet all the requirements set out in *Procedure VI-17 International Student Admission Requirements (Non-Residents)*; *Policy I-22 Admission to Schools, Elementary and Secondary*; and *Procedure VI-19 Admission to Schools, Elementary and Secondary* prior to attending one of the HCDSB's schools.
- ISP staff shall consult Planning Services to determine space availability of schools prior to placing students and receiving approval to accept students from the Superintendent of Education responsible for the program.
- Fee-Paying Students may provide their school selection preference when applying to the HCDSB under the International Student Program. Notwithstanding this, the Superintendent of Education responsible for the program will have the final discretion to accept or deny the student to the school based on criteria established by HCDSB.
- When recommending Elementary School options to Fee-Paying Students seeking to attend the International Student Program, staff will consult Planning Services to target schools that have available capacity and are in close proximity to the student's Guardian, Custodian, and/or family member.
- When recommending Secondary School options to Fee-Paying Students seeking to attend the International Student Program, staff will consult Planning Services to target schools that have available capacity and are not projected to have critical enrolment pressures over the long-term.
- The HCDSB reserves the right to determine the grade placement of a Fee-Paying Student based on their date of birth and age.
- All Fee-Paying students must be assessed for literacy and numeracy levels and placed in an appropriate English as a Second Language level if necessary. Students transferring from another public school in Ontario may be exempt from this requirement.
- All Fee-Paying Students must arrange their accommodations (homestay) through one of the HCDSB's approved homestay providers to be eligible to attend HCDSB schools. Some exceptions may be considered in consultation with ISP staff with the written consent of the parent/guardian.
- Guardians and Custodians are the official contacts for school matters regarding international students and are responsible for the proper care and supervision of students as appropriate. Guardians and Custodians must be Canadian citizens or permanent residents of Canada without exception. If parents stay in Canada with the Fee-Paying Student, they may function as the Custodian and Guardian for the student.
- If the student is 18 years of age or older, they are not required to have a custodian/parent/guardian; they need to provide ISP staff documentation with emergency contact and Consent for Information Sharing.
- All Fee-Paying Students are required to have the HCDSB's approved medical insurance prior to attending school.

- The HCDSB reserves the right to demit a Fee-Paying Student that is not maintaining a successful academic standing or is not following the expectations of HCDSB's Code of Conduct and Standards of Behaviour described in the *Ontario School Code of Conduct (as amended)*, as per the requirements set out in *Policy I-39: Progressive Discipline and Safety in Schools Code of Conduct – Suspension and Expulsions*.
- On a case-by-case basis, the HCDSB reserves the right to determine refund eligibility of a Fee-Paying student, and the amount to be refunded. Regard is always given to the circumstances as to why the Fee-Paying Student cannot attend, or can no longer continue in the International Student Program.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: \_\_\_\_\_  
*Chair of the Board*