

International Student Admission Requirements (Non-Resident)	
<b>Adopted:</b> July 29, 1999	<b>Last Reviewed/Revised:</b> June 3, 2024
<b>Next Scheduled Review:</b> 2026-2027	
<b>Associated Policies &amp; Procedures:</b> <a href="#">I-11 International Student Admission Requirements (Fee-Paying Students)</a> <a href="#">VI-94 International Student Program: Agents for Fee-Paying Students</a> <a href="#">I-22 Admission to Schools, Elementary and Secondary</a> <a href="#">VI-19 Admission to Schools, Elementary and Secondary</a> <a href="#">II-39 Progressive Discipline &amp; Safety in Schools Code of Conduct – Suspensions &amp; Expulsions</a> <a href="#">VI-44 Progressive Discipline and Safety in Schools</a>	

## Purpose

To provide a standard procedure for the processing and management of the admission of Non-Resident of Canada International Students into the schools under the jurisdiction of the Halton Catholic District School Board (HCDSB).

## Application and Scope

1. This procedure applies to all Fee-Paying Students making an application for admission into the HCDSB's International Student Program (ISP).
2. This procedure provides protocols and guidelines to Board and School administrative staff on the process of admitting Fee-Paying Students, as defined in Subsections 49(5) and 49(6) of the Ontario Education Act.
3. Note that in all instances pertaining to other non fee-paying applicants seeking to attend HCDSB schools, the HCDSB's *Procedure VI-19 Admission to Schools, Elementary and Secondary* will apply.

## 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:** 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 are in possession of 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. Note that students are still required to meet the admission requirements under *Policy I-22 Admission to Schools, Elementary and Secondary*.

## Principles

- International Students who have met the legal and HCDSB criteria to attend an elementary or secondary school in Ontario, as outlined in *Policy I-11 International Student Admission Requirements (Fee-Paying Students)*, will be admitted upon payment of a fee calculated in accordance with the Ontario Education Act and Regulations.
- HCDSB elementary and secondary schools are open to International Students subject to space availability as determined by Planning Services in consultation with the Superintendent responsible for staffing and Superintendent responsible for the program.
- HCDSB provides students with the opportunity to develop their English language skills while working on academic credit courses, learn about a new culture, and/or prepare for post-secondary pathways.
- International Students are able to take part in all curricular-enhanced programming and co-curricular activities.

## Requirements

### Application Process

All applicants, including approved Agents acting on behalf of a student applicant, must submit the below listed application materials to the International Student Program staff of the Planning Services Department. **Incomplete applications will not be processed.**

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| <b>1. Space Availability</b>               | Planning Services to determine availability of space in elementary and secondary schools and may establish enrolment caps for the ISP program at schools.<br><br>Space availability will continually be monitored and applicants may be notified prior to approval should the requested school no longer have space.   |
| <b>2. Application</b>                      | Applicants must complete an Online <i>Application for School Admission</i> available through the <a href="#">ISP website</a> .   |
| <b>3. Transcripts/Report Card</b>          | Applicants must upload a copy of their most recent notarized and/or signed official report card or official transcript of grades and academic standing. The transcript must be translated into English by a certified translator, or it will not be accepted.  |
| <b>4. Baptismal Certificates</b>           | <b>ELEMENTARY ONLY</b> – Applicants must provide proof of a Catholic Baptismal Certificate of the student or one of the student's parents or legal guardians. If not available, the request can be made to the Director of Education to attend as a Non-Catholic.  |
| <b>5. Application Fee</b>                  | Application Fees must be paid in full to the HCDSB prior to staff processing the application.  |
| <b>6. ISP and Planning Services Review</b> | ISP staff review application for completion and confirm space availability with Planning Services  |
| <b>7. Acceptance</b>                       | Once the ISP staff receives the Application Package (including Transcripts and Fees), the package will be forwarded to the Superintendent of Education responsible for the International Student Program portfolio for review and final approval or denial.<br><br>A student applying to transfer from another Ontario School Board is required to provide their Credit Counselling Summary and/or Transcript and may also be asked to complete and submit a "Permission to Contact" form. |
| <b>8. Denial</b>                           | Applicants who do not meet HCDSB's admission criteria and that are not approved into the program will subsequently receive correspondence from staff outlining the reason for the denial of acceptance.  |

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| <b>9. Conditional Letter of Acceptance (CLOA)</b> | Applicants who receive approval from the assigned Superintendent of Education will receive a Conditional Letter of Acceptance (CLOA) providing instruction on how to pay the admission fees, inclusive of tuition and medical insurance. The letter includes an offer acceptance deadline.  |
| <b>10. Admission Fees</b>                         | <p>Admission fees for Day School include both the prescribed Tuition Rate and mandatory Medical Insurance as determined by the student's length in the program. The Admission Fees for Day School must be paid in full by the prescribed deadline to receive the Letter of Acceptance.</p> <p>Additional Admission Fees may be prescribed for all other programs [i.e. Summer Credit Courses, Night School, Remedial Program(s), etc.] accordingly.</p>   |
| <b>11. Letter of Acceptance (LOA)</b>             | Applicants who have paid their Admission Fees will be issued a signed Official Letter of Acceptance (OLOA) required for the student applying for a Study Permit from Immigration, Refugees and Citizenship Canada (IRCC).   |
| <b>12. School Admissions Package</b>              | <p>Following the approval by the Superintendent of Education, the ISP staff will forward the Admissions Package to the school. The package will include the following documents:</p> <ul style="list-style-type: none"> <li>A. Registration Form / Electronic Registration Instructions</li> <li>B. Birth Certificate/Passport</li> <li>C. Consent and Disclosure Package</li> <li>D. Notarized Custodianship Declaration (if available)</li> <li>E. Homestay Information (if available)</li> </ul> |
| <b>13. Assessment Date</b>                        | The student must attend their prescribed assessment date appointment prior to the beginning of the semester (if required). If they cannot or do not attend, the student may be deferred to the following semester should there be space in the school.  |

### Registration Requirements – First Time Student

Once an applicant is accepted into the International Student Program, they are required to submit the following registration documents to the International Student staff prior to their assessment.

The inability to complete the following requirements by the required deadline will result in the applicant being denied the ability to begin school and will be deferred to the following intake period.

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| <b>1. Tuition/Insurance</b>    | The tuition fee and medical insurance fee paid in full via HCDSB's approved payment vendor, in order to receive an OLOA and assessment appointment.  |
| <b>2. Registration/Consent</b> | Completed and signed registration, consent forms (parent or guardian must complete and sign), and refund policy.   |
| <b>3. Custodianship</b>        | <p>Fee-Paying Students under the age of 18 must be living in Halton and have provided the International Student Program staff with a signed and notarized Custodianship Declaration and have an appropriate Homestay arrangement.</p> <p>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.</p> |
| <b>4. Study Permit</b>         | On arrival to Canada, students will receive a study permit from Canada Border Officials at the port of entry if they intend to reside in Canada for more than six months.  |
| <b>5. Verification of age</b>  | Students must be age-appropriate for JK to Grade 12, which means they must be less than 18 years old on December 31 <sup>st</sup> of the current year. If students are older, they may be directed to an Adult Learning/Continuing Education Centre or not accepted into the International Student Program.  |

### Registration Requirements – Returning Student

Returning International Students are not required to fill out a new *Application for School Admission*, submit Credit Counselling Summary report or transcripts, and are not required to pay additional application fees.

The inability to complete the following requirements by the prescribed time may result in the applicant being denied the ability to begin school or will delay their admission to the school.

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| <b>1. Letter of Acceptance</b> | A new <i>Letter of Acceptance</i> will be necessary each time a student needs to obtain an updated Valid Student Authorization (study permit). The letter will be issued upon review of a returning student's academic progress and school attendance.   |
| <b>2. Tuition/Insurance</b>    | The tuition and medical insurance fees are to be paid in full via HCDSB's approved payment vendor.   |
| <b>3. Custodianship</b>        | If the student has a new custodian, an updated notarized Custodianship Agreement must be completed and signed if the student is still under 18 years of age. HCDSB staff will monitor custodians to ensure that they fulfill the requirements of the Custodianship Agreement, including remaining within a reasonable distance of the student's residence and school. Custodians must be available to respond immediately in the event of an |

emergency. Custodians that are unable to fulfil the requirements of their agreement are to inform the parents of the student and the International Student Program staff. At that time, the international student's parents will have to appoint a new custodian and provide a new Custodianship Agreement to the Board.

If the student is 18 years of age or older, they are not required to have a custodian/parent/guardian; they are required to provide ISP staff documentation with emergency contact and Consent for Information Sharing.

#### 4. Study Permit

An updated or current Study Permit from Immigration, Refugees and Citizenship Canada.

#### Refunds

Following *Policy I-11 International Student Admission Requirements (Non-Resident)*, tuition fees for the present semester will not be refunded once a Fee-Paying Student has begun their semester.

If an extraneous situation occurs that prevents the Fee-Paying Student from continuing their studies, the HCDSB may refund the student's partial tuition, prorated to the amount of time spent in school along with a processing fee.

A full refund will be issued to the original payee if the student is denied a Study Permit by Immigration Refugees and Citizenship Canada (IRCC) and is unable to travel to Canada. The original Refusal Letter from IRCC must be provided to the International Student Program staff to process the refund.

If a student is expelled under the parameters of *Policy II-39 Progressive Discipline and Safety in Schools Code of Conduct – Suspensions and Expulsions*, is convicted of breaking or contravening any Provincial or Federal laws, the HCDSB will expel the student without any compensation/refund with no exceptions.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: \_\_\_\_\_  
Director of Education and Secretary of the Board