

## **4030 International Students**

Policy 4030

STATUS: APPROVED

---

*INTERNATIONAL STUDENTS IN S.D.#59 (PRS)*

Board Approved and Codified: January 9, 1989

Last Revised: January 30, 2013; April 2017

---

### Description:

The Board of Education encourages the participation of international students, on a fee for service basis, in School District # 59. As our nation becomes increasingly global in nature, the Board believes it is in the best interest of students, staff and the community as a whole, to promote a welcoming spirit by developing appreciation and awareness of other cultures.

Reciprocal exchange programs will be supported by the Board as long as all students in the district have equal access to these programs, and they are operated by a reputable organization (eg: Rotary).

*INTERNATIONAL STUDENTS IN S.D.#59*

Board Approved and Codified: January 9, 1989

Last Revised: January 30, 2013; April 2017

---

Description:

**INTERNATIONAL STUDENTS REQUESTING SCHOOLING**

1. International students requesting enrolment in School District #59 must provide:
  - a) A completed International Student Application (provided by SD59)
  - b) A photocopy of a valid Canadian Study Permit;
  - c) A photocopy of the picture page of their passport showing that the passport is valid for the duration of the desired study period;
  - d) Transcripts from previous schools for the past two years; transcripts must be translated to English;
  - e) A photo copy of Birth Certificate;
  - f) Documentation of Custodian in Canada (the School District will not accept custodianship responsibilities). International students must procure their own Custodian of vis issuing purposes;
  - g) Tuition Fees paid in full before commencement of the program;
  - h) Proof of medical and health insurance.
2. The annual tuition fee for international students shall be an amount established by the Secretary-Treasurer each year and will be set to ensure that the district is achieving full cost-recovery for the enrolment of the international student.

**STUDENT EXCHANGE PROGRAMS**

1. Reciprocal student exchange programs will be supported by the Board of Education if there appears to be a strong demand from School District No. 59 students to participate. The exchange program will be researched to be reputable, with a significant history of student success and a full disclosure of costs for outbound students.
2. Annual review of reciprocal exchange programs will be done by the Superintendent of Schools.

**TUITION FEES**

- 1) Tuition Fees must be received in full before the commencement of a program.
- 2) In order to provide enrolment confirmation and course selection, it is recommended that the fees be paid 4-6 months prior to the program start date.

**REFUND POLICY**

- A maximum of ½ tuition fee refund will be given for withdrawal from the program prior to commencement;

- Once a program has started, refunds will only be considered on a semester basis
  - There will be no refund of the tuition fee once a student has started that semester;

*Note: A school year is divided into two semesters (exact dates may vary depending on the school calendar) for each year:*

- *Semester 1 begins September 1 and ends January 31.*
  - *Semester 2 begins February 1 and ends June 30.*
- There will be no refund of the tuition fees if the student is dismissed from the program due to breach of law, policy or regulation, student code of conduct as determined by School District No. 59, Government of Canada, or the Police

All requests for refunds must be made in writing to:

School District 59  
11600-7th Street, Dawson Creek, British Columbia, Canada, V1G 4R8  
Attention to Secretary-Treasurer  
e-mail: [sbo\\_reception@sd59.bc.ca](mailto:sbo_reception@sd59.bc.ca) Fax: 250-782-3204