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**HORIZON SCHOOL DIVISION****POLICY HANDBOOK**

<b>Policy Code:</b>	IECB
<b>Policy Title:</b>	International Students
<b>Cross Reference:</b>	
<b>Legal Reference:</b>	<i>Education Act, S. 3,12</i>
<b>Adoption Date:</b>	April 23, 1997
<b>Amendment or Re-</b>	June 24/98, Dec. 13/01
<b>affirmation Date:</b>	May 19, 2009
	November 30, 2017

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION RECOGNIZES THAT THE INCLUSION OF STUDENTS FROM FOREIGN COUNTRIES ENHANCES THE LEARNING EXPERIENCES OF RESIDENT STUDENTS. THE DIVISION APPROVES OF PROGRAMS THAT FOSTER GOODWILL, PROMOTE GLOBAL AWARENESS AND EDUCATION AND, CULTIVATE AN APPRECIATION FOR DIVERSITY. ADMISSION OF FOREIGN STUDENTS IS SUBJECT TO THE CONDITION THAT FACILITIES AND RESOURCES ARE AVAILBALE TO ACCOMOMODATE SUCH STUDENTS.

**DEFINITIONS:**

Exchange student is an international student who is part of a reciprocal arrangement which allows a student from Horizon School Division to temporarily reside in the exchange student's province or country, either in the same school year or subsequent school year.

International Student is defined as a student who is does not have a right of access to education under Section 3 of the Education Act.

**REGULATIONS:**

1. Division Office in consultation with the principal shall be responsible for determining if facilities and recourses exist within schools.
2. The number of visiting and exchange students permitted in any one school shall be determined by Division Office in consultation with the principal.
3. Students, not eligible for Alberta Education funding shall typically be assessed a tuition fee which equals Alberta Education funding for resident students.
4. Where an international exchange student is part of a reciprocal exchange agreement and is approved for full student funding by Alberta Education, a tuition fee shall not be assessed.
5. International students who want to attend school in Horizon School Division, may apply in one of three ways:

**Policy IECB, *International Students*, Cont'd.**

- 5.1. Horizon School Division International Student Program application Form, available on our website.
    - 5.1.1. The decision to accept or reject an application rests with the Superintendent or designate and is subject to consideration of the individual circumstances of the applicant and his/her suitability for a program in the Division;
  - 5.2. Outside agency International Student Programs as reviewed and approved by the Superintendent or designate.
  - 5.3. Directly to a school as part of Alternative Program with procedures reviewed and approved by the Superintendent.
6. Complete the following application procedures steps:
- 6.1. Registration form, homestay application and student and parent contract.
  - 6.2. Statement of reason for application, the nature and extent of the program expected.
  - 6.3. Personal student information (gender, age, language, home contact, study permit/student visa, custodial parent or guardian in Canada where applicable).
  - 6.4. Academic records to assist with educational programming.
  - 6.5. Fees are to be forwarded to the school division 2 weeks prior to the student's arrival.
  - 6.6. In the case of an exchange student, documentation required for full funding by Alberta Education.
  - 6.7. Immigration records documenting proof of measles immunity or any other immunity the health region identifies and communicates as important for the overall health of the school.
  - 6.8. In the case of international students admitted directly through the school, a copy of the application is to be forwarded to Division Office (to the attention of the Superintendent).
7. Medical Insurance will be purchased by the school division on behalf of the international student.