

Procedure No. VI-17

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

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



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.



9. Conditional Letter of Acceptance (CLOA)

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.

10. Admission Fees

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.

Additional Admission Fees may be prescribed for all other programs [i.e. Summer Credit Courses, Night School, Remedial Program(s), etc.] accordingly.

11. Letter of Acceptance (LOA)

Applicants who have paid their Admission Fees





1. Tuition/Insurance

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.

2. ~~Registration/Consent~~

Completed and signed registration, consent forms (parent or guardian must complete and sign), and refund policy.

3. Custodianship

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.

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.





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

