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

**Policy Code:** IECB  
**Policy Title:** International Students  
**Cross Reference:**  
**Legal Reference:** *Education Act, S. 3,12*  
**Adoption Date:** April 23, 1997  
**Amendment or Re-  
affirmation Date:** April 23, 2023

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION RECOGNIZES THAT THE INCLUSION OF INTERNATIONAL STUDENTS ENHANCES THE LEARNING EXPERIENCES OF RESIDENT STUDENTS. THE BOARD APPROVES OF INTERNATIONAL EXCHANGE PROGRAMS THAT ALLOW STUDENTS TO LEARN HOW TO COMMUNICATE AND , COLLABORATE WITH DIVERSE CULTURES, LEARN MORE ABOUT INTERNATIONAL COMMUNITIES, BECOME GLOBAL CITIZENS AND , ENHANCE RESPECT AND TOLERANCE FOR DIVERSITY.

**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 does not have a right of access to education under Section 3 of the Education Act.

**GUIDELINES:**

1. Admission of international students is subject to the available resources and accommodations.
2. Mandatory medical Insurance will be purchased by the school division on behalf of the international student as part of the application fee.

**REGULATIONS:**

1. The superintendent or designate in consultation with the principal shall be responsible for determining if adequate resources and accommodations exist to accommodate international students at a school.
  - 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;
2. The number of visiting and international exchange students permitted in any one school shall be determined by the superintendent or designate in consultation with the principal.

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

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 a division school may apply in one of three ways:
  - 5.1. the division's International Student Program application form, available on the division's website;
  - 5.2. via an external International Student Programs agent or agency as approved by the superintendent; or
  - 5.3. directly to a school as part of an Alternative Program with approval by the Superintendent.
    - 5.3.1. Schools shall submit a copy of all application information to the superintendent or designate when international students apply directly to a school.
6. International students who want to attend a division school should:
  - 6.1. submit a Registration form;
  - 6.2. submit a Homestay application;
  - 6.3. provide a statement of reason for the application and the nature and extent of the program expected;
  - 6.4. provide personal information (gender, age, current grade, language(s) spoken and level of proficiency, home contact information including parent/guardian names, study permit/student visa, names of custodial parent/guardian in Canada where applicable);
  - 6.5. provide academic records to assist with educational programming;
  - 6.6. pay all fees at minimum two (2) weeks prior to the student's arrival;
  - 6.7. in the case of an exchange student, documentation required by Alberta Education to qualify for full funding; and
  - 6.8. vaccination records and immigration records documenting proof of measles immunity and any other immunity recommended by the division's health region.