



## Administrative Procedure 6005

# Admission of International Students

---

**Board Governance Policy Cross Reference:** [1](#), [12](#), [15](#)

**Administrative Procedures Cross Reference:**

[Assignment to Schools](#)

[Admission of Non-Resident Students](#)

**Form Cross Reference:**

[International Students – Application for Admission](#)

---

**Legal/Regulatory Reference:**

[Enrollment Cap Policy for International Students in Manitoba Kindergarten to Grade 12 Schools](#)

---

**Date Adopted:** October 2006

**Amended:** April 2019

---

The Brandon School Division believes that it is important that students who are citizens of a country other than Canada have the opportunity to experience Canadian culture by attending school in the Division. To that end, the Division will accept international students for registration in Brandon schools if the needs of the student can be met within the present structure and instructional plan of the school.

### Definition

An international student is one who has neither Canadian citizenship nor landed immigrant status. International students do not include students whose parents have a valid work permit or a valid study permit and live within the Division boundaries.

### Eligibility for Admission

International students wishing to register in the Division must meet all Federal and Provincial requirements to live and attend school in Manitoba. They must submit a complete application package and a non-refundable application fee and once accepted the annual tuition fee.

### Placement

- Upon receipt of the student's most recent official transcript, the appropriate grade placement will be determined in keeping with the guidelines as published by the Manitoba Department of Education and Training.

- The Division reserves the right to place students in any school consistent with Administrative Procedure *Assignment to Schools*.
- Admission to any school in any year shall not constitute grounds for admission to the same school or to any other school in the Division in subsequent years. Continued attendance is not guaranteed. Unacceptable behaviour and/or lack of effort shall be sufficient for termination of non-resident privileges.
- International students attending high school in the Division shall be required to attend classes in a high school for a period of no less than 2 semesters prior to being considered for the granting of a high school diploma.
- The preferred time of school entry will be:
  - September for K-12 students or;
  - February for students in Grades 9-12
- In order to receive school assignment and grade placement, the student must present an official visa/study permit and local address document to The Brandon School Division Office.

## **Fees**

International students are required to pay a non-refundable application fee and tuition fees as determined annually by the Division. Fees are based on a 10-month school year (September – June).

All fees must be paid to the Secretary-Treasurer's department prior to acceptance for programming.

Refund of fees will be considered only under the following circumstances:

- The applicant is denied entry into the Division by the immigration authorities. The refund in such instances shall be the total annual fees less a 5% surcharge.
- The applicant has been forced to terminate school attendance for medical reasons and their request for refund is supported by a medical doctor in the Province of Manitoba. Such a refund, if made, will be pro-rated and may be subject to the above mentioned surcharge.
- The applicant, or their parent/guardian, has acquired landed immigrant status in Canada. Such a refund, if made, will be pro-rated and may be subject to the above mentioned surcharge.

## **Denial of Access**

The Division reserves the right to deny access to international students who:

- Request entry at times in the school year when programming is concluding (i.e. at high school when Semesters 1 and 2 are ending);
- Are unable to provide the Division with documentation required (i.e. visa, official transcript of marks);
- Submit their application less than 2 months prior to the expiration date of his/her visa.