

Kelsey School Division Box 4700 The Pas, MB R9A 1R4	Code: JECBC
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ADMISSION OF INTERNATIONAL AND FOREIGN STUDENTS

A. Admission of International Students

1. An International Student is defined as a non-resident of Canada who requires admission into a Kelsey School Division (KSD) school.
2. Admission of an International Student may be granted by the Superintendent. Acceptance is conditional upon payment of International Student fees or alternative arrangements (ex. student exchange programs).

B. Admission of Foreign Students

1. A Foreign Student is defined as a non-resident of Canada who requires admission into a Kelsey School Division school.
2. Admission of a Foreign Student will only be granted by the Superintendent for fee-paying students or the school principal for students whose fee is waived (as specified below). Acceptance is conditional upon payment of foreign student fees or the waiving of foreign fees.
3. The Kelsey School Division may waive the foreign student fee for students whose parents or court ordered guardian with whom they reside are residents of the KSD and have satisfied ONE of the following criteria:
 - a. They have been granted an Employment and/or Student Authorization by Citizenship and Immigration Canada; or,
 - b. They have attained Landed Immigrant Status by Citizenship and Immigration Canada; or,
 - c. They have been granted Refugee Status by Citizenship and Immigration Canada.

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4. Foreign Students who satisfy the criteria of having their fees waived as specified above can apply for admission directly to the school in their catchment area. The Secretary-Treasurer may approve the waiving of fees. Foreign Students whose fees cannot be waived must apply for admission to the Superintendent.

C. Application Process

1. An International or fee-paying Foreign Student (or representative) must apply to the International Student Program at the Kelsey School Division. The application must include the following items:
 - a. a completed application form;
 - b. original transcripts;
 - c. a letter of recommendation from the previous principal or school official;
 - d. a current photograph; and,
 - e. a non-refundable application fee payable to the Kelsey School Division.
2. International and fee-paying Foreign Students are accepted to study in the Kelsey School Division for:
 - a. a period of 10 months, from September to June, inclusive; or,
 - b. a period of five months, from September to January or February to June (i.e. one semester – Grade 9 to 12 only); or,
 - c. customized programs of a shorter duration offered by the International Student Program (ex. Summer E.S.L. Program).
3. The Superintendent will forward the necessary documentation to the school for evaluation and acceptance or rejection of the student.
4. The Superintendent will issue a letter of acceptance to the student and provide a copy to the receiving school.
5. International and fee-paying Foreign Students must obtain a Student Authorization from Citizenship and Immigration Canada and provide a copy to the Superintendent (or designate) along with all outstanding International or Foreign Student fees.

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6. When the student appears at the school they should present their Student Authorization and receipt for payment of International or Foreign Student fees. An International or fee-paying Foreign Student cannot be admitted without such proof.
7. Students must reapply for each school year or individual term.
8. Before the Superintendent or Secretary Treasurer may approve a waiver of the fees for a Foreign Student on the basis that the Foreign Student is a resident of the School Division a copy of the court order must be provided to the Superintendent or designate.

D. International Student Fee

1. The Kelsey School Division sets International and Foreign Student fees. These are available from the School Division. Fees may be pro-rated as follows:
 - a.

enrolled in 3 credits or more	100% of the semester fee
enrolled in 1 or 2 credits	40% of the semester fee
 - b. upon approval of the Superintendent Customized International Student fees may be set on an individual program basis.
 - c. An administrative assessment fee must accompany the application form. In the event a student is refused admission because of a lack of space, this fee will be returned. Minimum requirements for admission are outlined on the application form.

2. The deadlines for one and two semester programs are as follows:
 - a. applications for September admission must be received by May 31st of that year;
 - b. applications for February admission must be received by December 15th of the preceding year.

International/Foreign Student Application Forms are available at the Kelsey School Division Administration Office.

3. Application forms can also be downloaded from the Kelsey School Division/s website.