



ADMINISTRATIVE PROCEDURE 301 TUITION AGREEMENTS AND FEES

Background

Subject to suitable programs, resources and space being available, students who are not resident students shall be accommodated in the schools of the Division.

Procedures

1. A student attending a Division school and who is not a resident student of the Division shall be categorized as an Out-of Province, Extension, International, Visiting, or Exchange Student. Only Out-of Province Students who are completing a high school program as outlined in Procedure 4.2, Extension Students who are completing a program and who are not repeating courses and an Exchange Student who has entered into a contract whereby a Grande Yellowhead Public School Division student exchanges educational placement with that student shall be exempt from the payment of tuition fees. All students categorized as, International Students and Visiting Students and all other Out-of-Province and Extension Students shall be charged the tuition fee established by the Superintendent.
 - 1.1 Tuition fees under this administrative procedure shall be reviewed annually by the Superintendent in conjunction with the annual budgeting process. Schools may assess other school fees to the student depending on any special program costs involved. All assessed school fees shall require the approval of the Superintendent.
 - 1.2 The schedule of tuition fees shall be distributed to all interested parties as soon as is practical following the adoption of the Division Budget Report.
 - 1.3 Tuition fees are payable in advance semi-annually on the first of September and February or as may be agreed between the Superintendent and the party accepting responsibility for the payment of the fees.
 - 1.4 Tuition fees may be pro-rated for students who do not attend school for the full school year. In addition, tuition fees for high school shall be prorated for part-time attendance by considering a credit load of 35 credits to be the equivalent of a full-time student.
2. Tuition and Registration Fees for the Division are as follows:
 - 2.1 Tuition Fee: \$9500.00 per year

- 2.2 Registration Administrative Fee: \$250.00 (submitted upon application and non-refundable)
3. Students requiring placement with a Homestay Family will be assessed the following fees:
 - 3.1 Homestay Fee: \$700.00 per month
 - 3.2 Placement and Monitoring Fee – Homestay Program: \$500.00 (submitted upon application and non-refundable)
4. An Out-of-Province Student refers to a student whose parents reside in another province.
 - 4.1 An out-of-province, non-resident student who is new to the division will pay a tuition and registration fee as outlined in Procedure 2.1.
 - 4.2 An out-of-province, non-resident student, who is less than 19 years of age at September 1, and who has attended a Grande Yellowhead Public School Division School for three or more consecutive years in a high school program, may be approved to continue for a maximum of two years with a tuition and registration fee exemption, providing the following conditions are met:
 - 4.2.1 The student applies for admission as an Independent student; and
 - 4.2.2 The student has demonstrated academic competence and positive school behaviors.
5. An Extension Student refers to a student who is nineteen years of age or older as at September 1 and who is enrolled in a Program of Studies offered by the Division.
 - 5.1 Extension students will be attend The Learning Connection with application to, and approval from, the school principal at the Learning Connection Extension students may attend other division high schools with the permission of the high school principal.
 - 5.2 Extension students who have been continuously enrolled, or are new to the school, will be assessed a tuition fee of \$50.00 per credit.
6. An International Student means a student whose parents are citizens of and reside in another country.
 - 6.1 A school may accept an International Student providing that subsequent sections of this administrative procedure are followed.
 - 6.2 International Students shall be assessed a tuition fee as outlined in procedure 2 and any additional costs of providing the student's educational program as approved by the Superintendent.

- 6.3 International Students participating in the Homestay program are assessed fees as outlined in procedure 3.
 - 6.4 International Students must provide proof of medical insurance or can purchase Medical Insurance form the Board's approved insurance provider (approximately \$600/annum).
 - 6.5 The school shall have in place policies and procedures for the recruitment and housing of International Students. These policies and procedures shall be approved by the Superintendent.
 - 6.6 The school shall have responsibility for all administrative functions with respect to International Students other than the financial aspects.
7. A Visiting Student means a foreign student studying in Alberta. Arrangements for these students to study in Alberta are made by such organizations as the Association of Scandinavian Student Exchange (ASSE), Education Foundation (EF), and Intercultural Canada.
- 7.1 Schools may enter into agreements for Visiting Students, provided that there is no cost to the Division or to the school as a result of such an agreement.
 - 7.2 The school shall charge a tuition fee for Visiting Students as outlined in procedure 2, and any additional costs of providing the student's educational program as approved by the Superintendent.
8. An Exchange Student means a student on a reciprocal exchange program where a Division student exchanges places with a student from another country.
- 8.1 A school may enter into an agreement for a student on a reciprocal exchange program with the approval of the Superintendent. It is the responsibility of the school to provide documentation of the student exchange contract along with the request for the approval of the Superintendent.
 - 8.2 No tuition fee will be charged for a student on a reciprocal exchange program approved by the Superintendent.
9. A resident student may be classified as a Specially Challenged Student. A Specially Challenged Student is defined as a student for whom the regular program of studies is not suitable and for whom additional resources must be allocated to provide an effective educational experience.
- 9.1 Subject to such appeal procedures as may be provided in the School Act or its attendant regulations, and in consultation with the parents of the student, the Superintendent will determine the suitability of a student's program of studies.

- 9.2 In the event that the Division deems that it cannot offer a resident student a suitable program, the Division shall direct that student to a school offering a program appropriate to the needs of the student.

Reference: Section 8, 44, 47, 48, 49, 60, 61, 113, 124, 273, School Act
International School Partnership Bulletin 3.4.1
International Student Bulletin 3.4.2
Student Exchange Bulletin 3.4.3

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