



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURES

TUITION FEES (Policy Statement: Admission to Catholic Schools)

Purpose

It is the policy of the Algonquin and Lakeshore Catholic District School Board to provide educational services to non-resident pupils provided sufficient space is available in schools and provided that consideration is applied to ensure that we are able to meet curriculum and course needs and operating and capital costs associated are recovered in full through Tuition Fees.

References

Education Act

Calculation of Fees for Pupils Regulation

Grant for Student Needs Regulation

Procedures

- A Non-Resident (Foreign) Student is defined as:
 - a) "Other-Pupil" for whom the Ministry of Education (Provincial Level) does not provide funding. These pupils would not be reported for grant purposes.
 - b) A pupil who is not exempt from paying tuition fees under the Education Act, Subsection 49(7) (See ***Tuition Fees Administrative Procedures Manual*** for more information regarding exemptions under the Education Act, Subsection 49(7) that would qualify a pupil from paying tuition fees)
 - c) A pupil who is a temporary resident of Canada within the meaning of the Immigration Act (Canada) and possesses the proper student authorization issued under the Immigration Act.
 - d) A pupil of Native Status registered with the Aboriginal Affairs and Northern Development Canada and resides on the Reserve. Tuition fees for Native pupils fall under the responsibility of Aboriginal Affairs and Northern Development Canada (Federal Level).
- For all Non-Resident (Foreign) students "Other-Pupils", tuition fees will apply and shall be paid in full and prior to the pupil being admitted to school. The principal shall provide the conditional acceptance letter to the Parents/Guardians of a pupil they are accepting at their school. This letter is a conditional acceptance letter that clearly states that it is only upon FULL payment of tuition fees that the student may proceed to commence attendance at the school. This letter shall also provide contact information for the Board Office Finance Department for assistance and to initiate the process of paying tuition.

- All pertinent authorization and documents substantiating residency status shall be copied to student OSR. The Finance Department shall also be notified to expect tuition payment and shall be copied on pertinent Canada Immigration Documents for any Non-Resident Pupil.
- Tuition Fees shall be the maximum amounts allowed by regulated provincial legislation and guidelines.
- A principal of a school shall not admit to classes any non-resident pupil until it has been confirmed that the required tuition fees have been paid in full and proper student authorization and documents from immigration substantiating their residency status within Canada.
- **School principals shall be responsible for:**
 - (a) Determining residency status of the pupil and the collection and retention of proper documentation.
 - (b) Determining whether a foreign student meets academic acceptance criteria that would be required and determine if their school would be able to meet the needs of the student, provide the resources and program for which a foreign non-resident student is seeking to be admitted.
 - (c) Confirming with individuals the acceptance of responsibility for the payment of tuition fees, and providing contact information for parents to initiate payment of tuition fees. It is also the responsibility of the principal to ensure that tuition fees have been paid in full to the school board prior to the student commencing attendance at the school. (See *Sample Draft Letter in the **Tuition Fees Administrative Procedures Manual***)
- Tuition Fees are not refundable.
- Waiver of Tuition Fees due to extreme hardship – In cases of extreme hardship, waiving of tuition fees could be a consideration on a case per case basis.

Appendices

Forms

Associated Documents

Tuition Fees Administrative Procedures Manual

Approved: May 28, 2013