



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

TUITION FEES ADMINISTRATIVE PROCEDURES MANUAL

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ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

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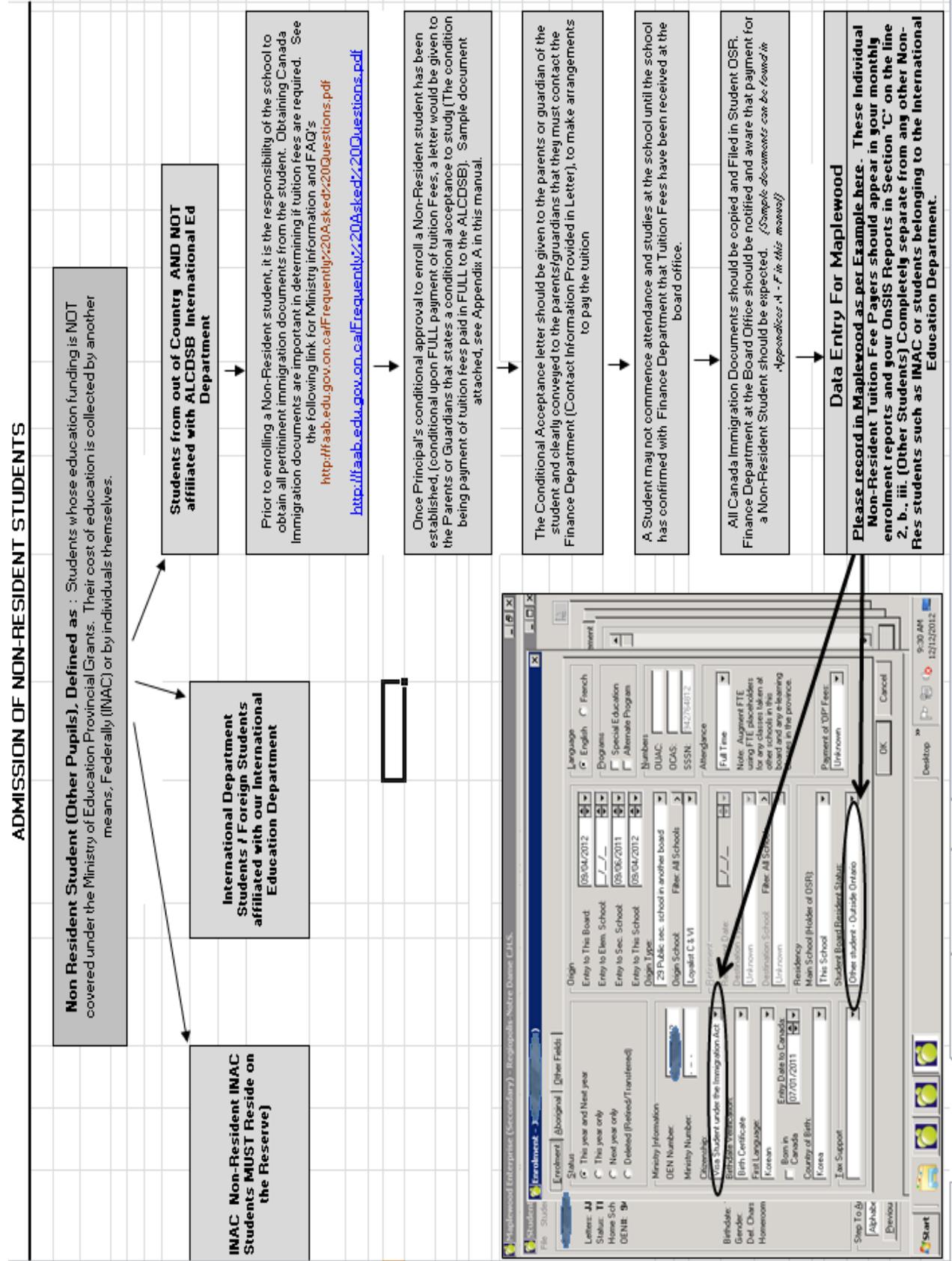
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Section 1-Introduction/Purpose

This procedure manual defines the additional admission (fee paying and non-fee paying) documentary requirements to be collected when a pupil is admitted whose attendance is not funded by the Ministry of Education. These policies and procedures are to set conditions under which pupils not funded by the Ministry of Education may be admitted to schools in Algonquin and Lakeshore Catholic District School Board. This procedure manual defines requirements for admitting these students.

Section 2-Flow Chart



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Section 3-Registration Requirements

WHEN A STUDENT FIRST REGISTERS/ENROLLS AT SCHOOL AND DOES NOT HAVE A CANADIAN BIRTH CERTIFICATE

When a student registers at your school, they are required to show proof of residency. This means that they must produce proof of citizenship whether it be Canadian or other. The student's citizenship will determine what your next step would be.

NOT HAVING A CANADIAN BIRTH CERTIFICATE would be your first flag indicating that more documentation is required in order to establish whether this student is a resident (Pupil of the Board) or a non-resident student (Other Pupil). Questions must be asked and documentation obtained to backup their status within Canada. The following are the various different definitions to help you enroll a student according to Board policy and procedures. The Ministry of Education does not provide funding for Non-Resident students unless they qualify as "exempt" from paying tuition fees. It is essential that we have procedures in place to ensure that our Board is able to obtain the funding necessary from the appropriate sources.

The following will outline various different categories of foreign students and help you determine whether the student would be recorded in Maplewood as a "Resident"(Pupil of the Board) or "Non-Resident"(Other Pupils). This should also help you to conclude whether the student would pay tuition to the Board or be exempt from paying tuition fees.

INTERNATIONAL STUDENTS

International students are students who are enrolled specifically through our ALCDSB International Student Education Department Program and pay their tuition through the International Department.

DEPARTMENT OF INDIAN AND NORTHERN AFFAIRS CANADA – INAC STUDENTS

A **native student** is defined as a student of native descent, living on the reserve and in possession of official native status, (*Band identification number*), registered with the Department of Indian and Northern Affairs Canada (INAC). The Ontario Ministry of Education does not provide funding for the education of native students. All funding for native students is received from the Canadian Federal Government, (INAC). This funding is obtained, by method of direct invoicing to INAC based on the information reported by our schools at October and March Enrolment reporting.

At the time of Ministry enrolment reports, (October 31st and March 31st of each year), a list of all native students including address, birth date, grade, Band Status identification number and special needs must be submitted to the Board Office in order for billing purposes. All native students are to be recorded in Maplewood as "Non-Resident" and documentation consisting of Band status ID#, and resident address on the reserve must be copied to OSR.

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NON-RESIDENT, FOREIGN STUDENTS, BUT NOT PART OF ALCDSB INTERNATIONAL EDUCATION PROGRAM

When a student is unable to produce a Canadian Birth Certificate, it is necessary to obtain other documentation that they should have received from Citizenship and Immigration Canada in order to verify their status in Canada. For examples of immigration documents please see Tuition Fees Administrative Procedures Manual-Sample of Immigration Documents listed in the Financial web-site under How to Instructions/Manuals. It is imperative that we identify foreign students for the simple reason that, when a family is traveling in/or visiting our country, for any duration of time, this simply does not grant them the right to enroll their children in a school at the expense of Canadian tax payers. This is why such students are recorded in Maplewood as “Non-Resident” or “Other Pupils-Outside Ontario” and tuition payments are necessary.

As per Board Policy, it would be the principal’s responsibility to inform the family in writing, *(Copy of draft letter that should be used on your own school letter head may be found on page 8 of this manual or Financial Services iShare – under business forms),* of the fact that tuition payments are payable to the Board and to inform the parents/guardians that tuition fees must be paid in FULL before the student is able to attend school. It is the responsibility of the school to provide contact information to the parents/guardians so that they may initiate payment to the Board. It is also the principal’s responsibility to then inform the Finance Department of the Board Office (in writing), all pertinent information regarding the family and their status within Canada with supporting documentation.

In some cases, a foreign student may be exempt from paying tuition fees. In any such case immigration documentation must be obtained and copied to student OSR to confirm the category of their exemption.

The following is a list of such exemptions and are outlined in greater detail in, (Section 49, Subsection (7) of the Education Act)

One in possession of refugee status
A dependent of one in possession of a work visa
A dependent of one in Canada with the Visiting Forces Act
A dependent of one who is awaiting determination of an application for permanent residence in Canada
A dependent of a student who is in a full time program of study at a postsecondary that leads to graduation with a postsecondary degree or diploma.
A dependent of one who is a religious worker authorized to work in Canada under IRPA clause 186(1)
One in possession of Landed Immigrant Status
One taking part in a “one for one” student exchange program
One in possession of expired status, thus rendering them “Illegally” in Canada

The above exemptions are immigration status scenarios where a student would **NOT** be required to pay tuition, and thus would be recorded in Maplewood as “**Resident**” or “**Pupil of the Board**”

For frequently asked questions please go to [Ministry of Education link](#) Or [Citizenship and Immigration Canada](#)-Study in Canada info

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STUDENTS FROM OUT OF PROVINCE

A student registering at your school who is in fact a Canadian Citizen however from another province would be recorded in Maplewood as a "Resident" and thus not required to pay tuition provided that this student is in Ontario living with his/her parent(s)/legal guardian(s). If a minor student (under the age of 18) is not residing in Ontario with his/her parents/legal guardians-tuition fees would apply.

WAIVING OF FEES DUE TO HARDSHIP

In situations of extreme hardship, a principal may request that tuition fees be waived. A request to review the circumstances should be forwarded to the Director of Education for consideration. A decision will be made on a case per case basis. A request should only be made to the Director of Education to have the fees waived when circumstances warrant. If fees are waived the student would continue to be recorded in Maplewood as a Non-Resident or "Other Pupil", so not to be reported for grant purposes to the Ministry of Education.

REFUNDS ON TUITION PAYMENTS

Tuition fees are not refundable, except for students who are unable to commence attendance as planned due to documented medical difficulties or student permit rejection – for only these conditions would a refund be a consideration and in such cases an annually determined administrative fee would apply. Tuition is NOT refundable in cases where it is necessary for a student to cease their study program due to a violation of ALCDSB policies or a violation of the laws of the country.

EDUCATIONAL EXCHANGE PROGRAMS

The Ministry has outlined specific criteria for educational exchange programs that must be satisfied before tuition fees may be waived for foreign pupils. Clause 49(7) (a) of the Education Act states that tuition fees may be waived in respect to foreign pupils participating in Educational Exchange Programs. However, in order to qualify as an Educational Exchange Program for the purposes of this clause of the Act:

- There must be a written Educational Exchange agreement between the school boards and/or schools of the incoming and outgoing pupils.
- There must be pupil reciprocity between the two school boards and/or schools (an actual exchange of pupils). However, this reciprocity does not necessarily need to occur during the same school year, and
- There must be a reasonable balance in the number of incoming and outgoing pupils.

Depending on the duration and type of exchange and due to the fact that there are various different scenarios, there would be also different ways to record the students accurately in Maplewood. If you have any questions or seek assistance, please contact your School Support Analyst in the Information Technology Department at the Board Office, ext#409.

When you are not sure how to record a student in Maplewood or have questions or doubts regarding the procedure on how to register a "Non-Resident" student, please call the Assessment/Enrolment Clerk, ext #455 at the Board Office.

SCHOOL LETTER HEAD

ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

CONDITIONAL ACCEPTANCE LETTER FOR GUARDIANS/PARENTS OF NON-RESIDENT, TUITION FEE PAYING STUDENTS

FAMILY NAME

ADDRESS

RE: Non Resident Tuition Fees

Dear _____ ,

We hope that (student name) will enjoy *(his/her)* education experience at (Name of School) .

Please be informed that (student name) may not commence *(his/her)* studies at (Name of School) until tuition Fees have been paid in full and received by our School Board Finance Department, as per our Admission of “Non-Resident student” policy. Tuition Fees are governed by The General Legislative Grant Regulation as set by the Ministry of Education and Training. The Finance Department of The Algonquin and Lakeshore Catholic District School Board annually calculates the fee based on the guidelines provided by the Ministry of Education.

In order to pay tuition fees, you must contact our Finance Department through any of the following methods.

Tel: (613) 354-2255, Ext 455,

TOLL FREE: 1-877-345-5178

Email: accounting@alcdsb.on.ca

Should you have any questions or concerns, please feel free to contact us here at (Name of school) .

Respectfully,

(Principal Name and Signature)

cc: Assessment/Enrolment Clerk-Board Office

DRAFT-Conditional Acceptance Letter