
ADMINISTRATIVE PROCEDURE 310 ORDINARILY RESIDENT AND NON-RESIDENT STUDENTS

Definitions:

Guardianship

The person claiming to be the guardian of the student shall have legally established guardianship under the British Columbia court order as defined in the Family Relations Act. Unless a British Columbia court makes an order to the contrary, only the parents of a child have legal guardianship.

Required Documentation:

- An original and complete order from the BC Supreme Court or the BC Provincial Court must be presented to the school to confirm any particular guardianship, parental responsibilities, parenting time or custody agreement pertaining to the child.
- If there is a court order issued outside of the province of British Columbia, please provide an original and complete document from the issuing jurisdiction. This will be reviewed by the school administration.
- Please note that guardian and custody agreements are not legally related to custodianship. We reserve the right to request additional documents if required.

Resident

As defined in the *School Act*, the student is ordinarily resident in the school district when the student regularly and customarily lives in the school district and considers that locality as his/her home, and the guardian of the student is ordinarily resident in British Columbia in the meaning set out in the *School Act* defining the residency of a student.

Required Documentation:

- Canadian Birth Certificate, Canadian passport, Canadian citizenship or BC Services Card (photo version), Nexus Card.
- Proof of residency of the parents for students under 19 years of age. Students who are 19 years or older can provide their own proof of residency (driver's license, mortgage statement, property tax assessment, municipal tax bill, utility bill, rental agreement, credit card invoice, BC services card, notary authorized letter).

Permanent Resident (MyEducation BC: Permanent Resident)

A permanent resident is someone who has been issued permanent resident status and is not a Canadian citizen.

Required Documentation:

- Permanent Resident card or Citizenship documentation (parents/child)
- Child's Birth Certificate.
- Copies of passports (parents/child).
- Proof of residency of the parents for students under 19 years of age. Students who are 19 years or older can provide their own proof of residency (driver's license, mortgage statement, property tax assessment, municipal tax bill, utility bill, rental agreement, credit card invoice, BC services card, notary authorized letter).

Temporary Resident – Work Permit (MyEducation BC: International Funding Eligible)

In order to work in Canada on a temporary basis, most foreign workers require a work permit. In order for a student to be fundable, at least one of their parents must hold a work permit that is valid for a minimum of 1 year and be able to provide the documents listed below:

Required Documentation:

- The Work Permit must be accompanied by a Letter of Employment.
- The authorized work must be a salaried/paid position of at least minimum wage as defined in the province of British Columbia and a minimum of 20 hours per week.
- Child's Birth Certificate.
- Copies of passports (parents/child)
- Proof of residency of the parents for students under 19 years of age. Students who are 19 years or older can provide their own proof of residency (driver's license, mortgage statement, property tax assessment, municipal tax bill, utility bill, rental agreement, credit card invoice, BC services card, notary authorized letter).
- All documentation will be reviewed annually, at minimum, to ensure continued compliance.

Temporary Resident – Study Permit (MyEducation BC: International Funding Eligible)

In order to study in Canada, a Canadian study permit must be obtained, which serves as a Canadian student visa. In order for a student to be fundable, the parent with Study Permit must meet the following requirements and provide the documents listed below:

Required Documentation:

- Diploma Program 2 years+ qualifies **only in a public institution** – but not in a private institution.
- Masters 2 years+ qualifies – **only in a public institution** (currently qualifies if at Trinity Western University).

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- Degree Program qualifies (minimum 2 years in public institution). If private – must be 4 years+.
 - Certificate Program does not qualify.

International Student (MyEducation BC: International Funding Ineligible)

See Policy 322: International Student Program.

Temporarily out of province (DL)

See Policy 321: Ordinarily Resident & Non-Resident Students

Refugee

Includes refugee claimants with an acknowledgement letter from the Immigration and Refugee Board or a Convention Refugee and can present a letter from Citizenship and Immigration Canada confirming this.

Required Documentation:

- Refugee documentation.
- Child's Birth Certificate.
- Copies of Passports (parents/child).
- Proof of residency of the parents for students under 19 years of age. Students who are 19 years or older can provide their own proof of residency (driver's license, mortgage statement, property tax assessment, municipal tax bill, utility bill, rental agreement, credit card invoice, BC services card, notary authorized letter).

Children in Care

A student who is in the custody of the Ministry of Children and Family Development.

Required Documentation:

- Canadian Passport or Canadian Birth Certificate.
- Letter from Ministry of Children and Family Development or;
- Letter from Fraser Valley Aboriginal Children and Family Services Society (Xyolhemeylh).
- Proof of residency of the parents for students under 19 years of age. Students who are 19 years or older can provide their own proof of residency (driver's license, mortgage statement, property tax assessment, municipal tax bill, utility bill, rental agreement, credit card invoice, BC services card, notary authorized letter).

Student Exchange:

Cross Refs: Policy 321: Ordinarily Resident and Non-Resident Students, Policy 322: International Student Program
Adopted: June 9, 1992
Amended: October 22, 1996; May 27, 1997; April 22, 2003; November 18, 2003; November 25, 2003;
September 6, 2005; May 1, 2019; June 2, 2022; June 6, 2023; November 14, 2023

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Students from foreign countries and other provinces may be admitted to Chilliwack School District.

Proposals for student exchange programs shall be forwarded to the Superintendent or designate for approval on the form attached to this regulation.

Prior to any commitment being made to parents, students or outside organizations, approval must be provided by the Superintendent. Individual staff members shall not be placed under any obligation to sponsor an exchange program. Exchange programs shall always be regarded as an optional activity for student participation and must have the prior approval of the parent/guardian.

Approval may be granted subject to:

- a) The school's ability to provide an appropriate educational program that will not adversely affect the education of students who are Chilliwack residents.
- b) Significant additional support services are not required to assist the exchange student's competence in written and spoken English.
- c) The maximum number of exchange students determined by the school will not be exceeded.
- d) The request for participation in an exchange program being received prior to May 15 of the previous year to take effect the following September.

Children of Teacher Exchange

Children of a Board approved teacher exchange (i.e., a teacher employed by the Chilliwack school district is sent abroad in exchange for a teacher from a foreign country or province) may be admitted to the school district provided there are no additional costs accrued to the Board to accommodate the student and with the understanding that the school district reserves the right to place the student in an appropriate educational program. The Superintendent or designate has responsibility to ensure appropriate communication and liaison takes place with the sponsors of the exchange programs and other government agencies and the incoming teacher.

Registration Process

Determining if a Student is Fundable

Status for a child registering in the Chilliwack School District is based on the birth **PARENT'S STATUS**. An example would be – a family comes with a child who is a Canadian Citizen and the parents are not Canadian Citizens but are Permanent Residents or on a Work or Study Permit. In this instance, the child is registered and coded in MyEd under the status of their parents (they **are not** coded in MyEd as Canadian Citizen).

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A child is fundable when:

- One birth parent is a Canadian Citizen.
- One or both birth parents are Permanent Residents.
- One or both parents are Temporary Residents with a VALID Work Permit or Study Permit.
- One parent is a Refugee Claimant.
- One parent is here on Religious Duty.

A child is NOT fundable when:

- At least one parent is not a Permanent Resident, Canadian Citizen, or does not hold a valid work or study permit.
- The parent(s) are not ordinarily resident in British Columbia.
- The parent's work permit is not valid for at least one year.
- The parent's study permit does not meet the criteria.
- When legal guardianship documentation is not provided

Enrollment Procedure

A family will apply to the Chilliwack school district using the online registration process.

The school will:

- Ensure that all the required documents have been provided in Vivos.
- Upload all required documentation to MyEd.
- Ensure that the Citizenship tab in MyEd is filled out for **all** students (country of birth, country of citizenship and citizenship code) **Note: Temporary permits need to fill in length of stay, visa status and visa expiration date.**
- Collect previous school data.
- Contact family with a start date.

A query for "Visa Expiration Date" can be used to ensure documents remain up to date.