

## ADMINISTRATIVE PROCEDURE 335 RESIDENCY AND STUDENT ELIGIBILITY

### Purpose

This Administrative Procedure ("Procedure") explains the requirements and process for determining student residency status and eligibility in the Chilliwack School District (the "District"). It provides clear guidelines for registration and documentation. These guidelines help ensure compliance with provincial regulations and support a consistent and fair approach to student enrolment.

### Definitions and Required Documentation

#### Guardianship

##### Definition

A guardian must have legal guardianship of the student through a British Columbia ("BC") court order under the Family Relations Act. Unless a BC court orders otherwise, only a child's parents are recognized as the legal guardians.

##### Required Documentation

Please provide one or more of the following, as applicable:

- 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 BC, please provide an original and complete document from the issuing jurisdiction. This will be reviewed by the school administration
- A BC resident whose child is living away from the legal parent/guardian will be required to supply a notarized temporary guardianship form (i.e.: hockey player at a billet's home)

##### Important

- Guardian and custody agreements are not legally related to custodianship
- The District reserves the right to request additional documents if required

#### Ordinarily Resident

##### Definition

Under the School Act, a student is considered an Ordinarily Resident in British Columbia when the student and their parent/guardian live in BC as their normal place of residence.

For residency purposes, a [Principal Residence](#) is the usual place where an individual lives, makes their home, conducts their daily affairs, receives mail and resides for more than 50 percent of the calendar year.

##### Required Documentation

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### 1. Student Age and Identity – Please provide one of the following:

(NOTE: BC Health Cards are NOT considered identification for verification purposes)

- Canadian Birth Certificate
- Canadian Citizenship Card or Certificate (both pages)
- Nexus Card or Passport
- Permanent Residence Card
- Indigenous Status First Nation Card

### 2. Parent or Legal Guardian Proof of Status in Canada – Please provide one of the following:

- Canadian Birth Certificate, Canadian Passport, or Canadian Nexus Card
- Canadian Citizenship Card or Certificate
- Permanent Residence Card
- Indigenous Status First Nation Card

### 3. Proof of Chilliwack Residency:

<p><b>Please provide one of the following primary documents from the custodial parent or legal guardian:</b></p> <ul style="list-style-type: none"> <li>• Property Purchase Agreement, if recent purchase, with subjects removed (financial portions of the documents can be redacted)</li> <li>• Completed Residential Tenancy Agreement <b>from a Property Management Company</b></li> <li>• Notarized Confirmation of Residence, <b>completed by Homeowner/Landlord</b></li> <li>• Notarized Affidavit of Identity</li> <li>• A current residential utility bill addressed to one of the parent/guardians (Municipal utility statement, BC Hydro Bill, Fortis BC Bill, Cable TV or Internet Provider – NOT a cell bill)</li> <li>• Property Tax Notice / Assessment</li> </ul>	<p><b>AND one additional secondary document – examples include:</b></p> <ul style="list-style-type: none"> <li>• Driver's License or BCID (with photo)</li> <li>• Canadian Bank Account, Loan or Credit Card Statement</li> <li>• Insurance Statement or Policy, Vehicle Registration</li> <li>• Recent Paystub or Letter from Employer</li> <li>• Income Tax Statement or Correspondence from a Government Agency</li> </ul>
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- **Please note:** We reserve the right to request additional documents if required

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## Temporary Resident – Work Permit

### Definition

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 one year and be able to provide the Required Documentation.

### Required Documentation

- Work Permit and a current Letter of Employment
- The authorized work must be a salaried/paid position of at least the current BC minimum wage and a minimum of 20 hours per week
- Student's Birth Certificate
- Copies of passports (parents and student)
- Proof of residency of the parent(s)/guardian(s) for students under 19 years of age

### Important

- All documentation will be reviewed annually, at minimum, to ensure continued compliance

## Temporary Resident – Study Permit

### Definition

In order to study in Canada, a Canadian Study Permit must be obtained. In order for a student to be fundable, the parent with Study Permit must meet the following requirements and provide the Required Documentation.

### Program Qualifications

- Diploma Program:
  - The program must be a minimum of two years and be taken through a public institution
  - Private institutions do not qualify unless accredited
- Master's Program
  - The program must be a minimum of two years and be taken through a public institution or Trinity Western University (accredited)
  - Private institutions do not qualify unless accredited.
- Degree Program
  - If through a public institution, the program must be a minimum of two years
  - If through a private institution, the program must be a minimum of four years
- Certificate Program
  - Does not qualify

### Required Documentation

- Parent/Guardian Study Permit
- Current confirmation of Parent/Guardian program enrollment

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- Student's Birth Certificate
- Copies of passports of parent(s)/guardian(s) and student
- Proof of residency of the parent(s)/guardian(s) for students under 19 years of age

### Important

- All documentation will be reviewed annually, at minimum, to ensure continued compliance

## International Student

Please refer to:

- [Policy 322](#): International Student Program
- [Administrative Procedure 317](#): International Student Program: Fee Paying Students

## Refugee

### Definition

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
- Student's Birth Certificate
- Copies of Passports (parent(s)/guardian(s) and student)
- Proof of residency of the parent(s)/guardian(s) 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

### Definition

A student who is in the custody of the Ministry of Children and Family Development ("MCFD") or Fraser Valley Aboriginal Children and Family Services Society ("Xyolhemeylh").

### Required Documentation

- Canadian Passport or Canadian Birth Certificate.
- Letter from MCFD or Xyolhemeylh.
- Proof of address for the caregiver/foster parent(s).

## Student Exchange

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## Definition

An exchange student is a school aged, non-graduated student involved in a reciprocal and equal educational exchange. The exchange must be on a one-for-one basis within the same school district, and for an equivalent duration during the funded school year.

## Required Documentation

- Student's passport
- Proof of address for student's first homestay family
- Notarized Custodianship Declaration – Custodian for Minors Studying in Canada (IMM 5646)
- Student's Study Permit

## Approval

- Student exchange program proposals must be sent to the Superintendent or designate for approval.
- Approval must be received before any commitments are made to parents, students or outside organizations.

## Important

- 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.

## Registration Process

### **Determining if a Student is Fundable**

- Status for a child registering in the District is based on the **Parent/Guardian Status**.

A child is fundable when:

- One parent/guardian is a Canadian Citizen
- One or both parent(s)/guardian(s) are Permanent Residents
- One or both parent(s)/guardian(s) are Temporary Residents with a valid Work Permit or Study Permit
- One parent/guardian is a Refugee Claimant
- One parent/guardian is here on Religious Duty

A child is not fundable when:

- No parent/guardian is a Permanent Resident, Canadian Citizen, or does not hold a valid work or study permit
- The parent(s)/guardian(s) are not ordinarily resident in British Columbia
- The parent/guardian's work permit is not valid for at least one year
- The parent/guardian's study permit does not meet the criteria

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- When legal guardianship documentation is not provided

## **Enrolment Procedure**

Parents/Guardians will register their student(s) on the District website:  
<https://www.sd33.bc.ca/registration>