

# INTERNATIONAL STUDENTS

## Background

The Division supports the admission of students whose parents reside in an international country provided there are available student placement spaces, appropriate instructional/learning programs and provided an international student tuition fee is paid.

To access these opportunities, international students must meet all of the requirements and regulations mandated by Citizenship and Immigration Canada.

This administrative procedure is to be administered by the Assistant Superintendent, Corporate Services.

## Procedures

The following procedures apply to international students wishing to attend schools within the system, but who are not eligible for Provincial Grants.

Application to attend school must be approved by the Superintendent. Students must meet all the requisite requirements of the Canadian Government ([Form 301-1](#)).

1. An international student tuition fee established by the Assistant Superintendent, Corporate Services shall be payable to the Division at the time of registration ([Refer to AP105](#)).
2. The international student tuition fee will, after allowing for the cost of education of the student, be allocated on an equitable basis to the school providing education service and to system services.
3. If transportation is required and is available on an existing route, an international student transportation fee established on an annual basis by the Assistant Superintendent, Corporate Services and approved by the Board shall be payable to the Division at the time of registration.
4. International students will be required to pay all other program fees as established annually.
5. The Principal shall determine the student's placement in grade/subject.

Reference: Relevant Legislation & Regulations

## INTERNATIONAL STUDENTS APPLICATION INFORMATION

### 1. Please submit:

- A signed copy of the International Student Application Form
- A copy of the student's passport (picture page)
- An official copy of the school transcript for the previous and current year (both original and English translation, if applicable)
- Proof of custodianship must be provided with the application
- Proof of Medical Insurance
- Immunization Records
- Proof of Health Insurance

### 2. Confirmation of Application

- Foothills School Division (FSD) will provide you with formal confirmation that it has received the Student Application Form and other applicable documents as outlined above. Prior to processing the application, FSD's Division Office will communicate with the requested school(s) to ensure they are in a position to accept the international student

### 3. Payment of Tuition

- Fees are due upon receipt of Confirmation of Application and may be paid by bank draft, money order or wire transfer, directly to Foothills School Division

### 4. Letter of Acceptance

- Upon receipt of fees, FSD will issue a letter of acceptance (LOA)
- You will need the LOA to apply for a Study Permit at your nearest Canadian Embassy. FSD requires proof that the Government of Canada has provided approval for the international student to study in Canada

### 5. Upon Arrival in Canada

- Please register at the school as soon as possible. Be prepared to provide the acceptance letter, passport and study permit to the school

### TUITION FEES:

Education Service Fee\*: \$11,271.00 per year\*\* (\$1,127.10 per month\*\*)  
Transportation Service Fee: \$900.00 per year (if applicable)  
A "Non-refundable processing fee" of \$250 dollars that must be included with application.

\* According to Administrative Procedure 301-International Students. For more information, visit [www.fsd38.ab.ca](http://www.fsd38.ab.ca)>Policies & Administrative Procedures

\*\* Does not include instructional materials and program fees or accommodation