



TUITION FEES ADMINISTRATIVE PROCEDURES MANUAL

Admissions to Catholic Schools Policy
A-2021-02-1



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-Registration Requirements

When a student registers at our schools, they are required to show proof of residency. This means that they must produce proof of citizenship whether it be Canadian or other and the location of their legal guardian's residence. 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 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 SIS 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.



DEPARTMENT OF INDIGENOUS AND NORTHERN AFFAIRS **CANADA – INAC STUDENTS**

The federal government retains financial responsibility for the education of Indigenous people who reside in First Nation communities. Indigenous and Northern Affairs Canada (INAC) has a regional office in each province. **An indigenous student** is defined as a student living on a territory and in possession of official native status, (*Band identification number*), registered with the Department of Indigenous and Northern Affairs Canada (INAC). The Ontario Ministry of Education does not provide funding for the education of indigenous students. 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 indigenous 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 indigenous students are to be recorded in SIS as “Non-Resident” and documentation consisting of Band status ID#, and resident address on the territory must be copied to OSR.

NON-RESIDENT - INTERNATIONAL STUDENTS

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. 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 SIS as “Non-Resident” or “Other Pupils-Outside Ontario” and tuition payments are necessary.

All International students should be directed to the ALCDSB International Education Program, international@alcdsb.on.ca to facilitate tuition payments and provide support.

In some cases, a foreign student may be exempt from paying tuition fees. The International Education Department will confirm the student’s exemption based on the Education Act and approval of the Director’s Office.



STUDENTS FROM OUT OF PROVINCE

A student registering at your school who is a Canadian Citizen however from another province would be recorded in SIS as a “Resident” and thus not required to pay tuition if this student is living in Ontario 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. Please refer this student to the International Education Department for the payment of fees.

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 SIS 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 a \$500 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. COVID-19 Refund Policy would apply during times of a pandemic. See Appendix A.

Please also note:

- **An administration Fee of \$500.00 CAD will be deducted from each refund request.**
- **Refund will only be issued to the parents or the custodian on the application record of the student.**
- **The ALCDSB shall not be held liable for losses or expenses as a result of the Board being unable to provide education owing to labour disputes or other causes beyond control.**



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 SIS. If you have any questions or seek assistance, please contact your School Support Analyst in the Learning Technology Services at the Board Office, ext# 411

Student Tuition Fees

The Regulations under the Education Act provide for a calculation of tuition fees designed to cover the cost of education on a per pupil basis. In accordance with the Act, the Board will charge tuition fees to cover education costs for non-resident students. It is the policy of the Board that administration establish the student tuition fees and prepare a report annually for presentation to Administrative Council for the upcoming school year. Note that tuition fees may be raised above the regulated rate as per the Education Act, Ontario Reg 285/18.

Section 5 (3) - If a party from whom a fee is payable requests, or if the board recommends and that party agrees, that the board provide an educational program, service or equipment for a pupil described in subsection (1), the fee in respect of the pupil may be increased as follows:

1. *If the board does not receive any funding for the program, service or equipment in the base fee determined for the pupil, the fee may be increased by an amount equal to the cost of the program, service or equipment.*



APPENDIX A

REVISED COVID-19 REFUND POLICY FOR THE 2021-2022 SCHOOL YEAR

Please find below the revised Refund Policy for the 2021-2022 School Year in consideration of the COVID-19 impacts on international students. The date we have set for full refund minus the administrative costs of \$500 is August 15, 2021 for cancellations related to COVID-19 such as border closures and flight cancellations – although this date may be pushed later if the situation is still unstable. This date allows us to be fair with our homestay families if students must cancel.

Cancellations for any other reason will be subject to our standard cancellation policy. If students want to change their plans and defer their arrival until September 2022 there is no cost or penalty. If students want to postpone from only attending semester one to only attending semester two there is no cost to do this change. If students want to cancel full year to attend one semester then we would refund to the one semester rate plus \$500.

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Revised: February 9, 2021