

INTERNATIONAL STUDENT ENROLMENT POLICY

Overview

Westmont Montessori School (“Westmont”) welcomes international students who exemplify the qualities valued by the school as outlined in the WCMS Policy Manual. The participation of international students at the school:

- Fosters international exchange and development of knowledge.
- Promotes cultural diversity and understanding within our community.
- Enriches the educational experience of international students, Canadian students, and academic staff; and
- Facilitates international cooperation and development.

Purpose

To establish a process for the admission of international students for Kindergarten to Grade 12 programs offered.

Defined Terms

The British Columbia School Act defines an ‘international student’ as an individual who has moved to British Columbia from outside of Canada and who does not meet the residency requirements set forth in section 82 of the School Act.

Section 82(2) of the School Act addresses ‘residency’ requirements. This provision states that a student is resident in a school district if:

- (a) the student is ordinarily resident in the school district; and
- (b) the guardian of the student is ordinarily resident in British Columbia.

Section 82(2) of the School Act addresses the meaning of “guardian of the person”.

The following is a concise overview of how “guardian” is identified in the Family Relations Act:

- a) Where the parents of a child are living together with the child, they are joint guardians of the child unless a court orders otherwise.
- b) If the parents live separately, the parent who has the usual care and control of the child is the sole guardian of the person of the child, subject to any Guardianship Order made under the Divorce Act as administered by the Family Relations Act.
- c) Where there is no order, parents may provide in a written agreement which of them will be their child’s guardian.

General

Westmont does not discriminate in the admission of, or the provision of services to, students on any grounds including race, creed, colour, ancestry, citizenship, ethnic or national origin, political or religious affiliation, belief or practice, gender, sexual orientation, disability, marital status, family relationship and responsibility, personal or social lifestyle or behaviour, or age.

The admittance of international students will follow the same criteria and guidelines as other students as outlined in Westmont's Admissions Policy.

International students attending Westmont must be staying with parent/guardians or with relatives. Clear lines of communication must be in place between parent/guardians/relatives and school administration/teachers.

Provincial Government Funding

Pursuant to the School Act, the British Columbia government will not provide education funding for international students unless the student satisfies one of the following exceptions:

- The student is a refugee claimant with an acknowledgement letter from the Immigration and Refugee Board.
- The student is a Convention Refugee and can present a letter from Citizenship and Immigration Canada ("CIC") confirming this.
- The student has been admitted to Canada under a letter of permission or permit issued by CIC.
- The student is in the custody of the Minister for Children and Family Development; or
- The student is attending school on a reciprocal and equal exchange. This exchange must be one in/one out of the same district for the same length of time, with the exchange completed within two years.

In conjunction with the above, the student's guardian must satisfy one of the following:

- The student's guardian has been admitted to Canada for permanent residence (i.e., landed immigrant) or has applied for permanent residence from within Canada and can substantiate this with documentation from CIC.
- The student's guardian has been admitted for temporary residence in Canada for a term of one year or more and holds a student authorization or employment authorization from CIC.
- The student's guardian has been admitted under a teacher exchange program.
- The student's guardian is carrying out official duties as a diplomatic or consular official and can substantiate this with a Foreign Representative Acceptance Counterfoil in the guardian's passport; or
- The student's guardian is a person who is a resident of the province on a cyclical (continuing part-time) basis, as determined through consultation with the Ministry of Education and with CIC.

Procedure

If a student wishes to be considered an international student, and that student has a CIC student authorization, then that student should be identified as an international student on provincial government Form 1701.

Please refer to the Government of Canada "[Studying in Canada as a minor](#)" webpage for more details. International students without student authorizations who wish to enroll, or are enrolled, with Westmont should be referred to Citizenship and Immigration Canada.

Unless the student satisfies one of the exceptions listed above, then provincial education funding will not be available for the student in kindergarten to Grade 12. If Westmont has claimed the student for funding purposes, then they must reimburse the provincial government.

International Student Admissions

Westmont has limited spaces in its programs to accept international students. Westmont will cap the numbers at 5% of the students enrolled in each program from Early Years through Middle School, rounded up to the nearest whole number. For High School, Westmont will allow a minimum of two student in the program and revert to a 5% cap once total High School enrolment reaches 40 students. As per Board policy, Westmont will endeavour to admit students from diverse international regions.

Westmont in all cases offers no services beyond those offered to our other students. This means that no arrangements for particulars such as, but not limited to, accommodations, transportation, and study permits.

As with all students, it is a requirement that Westmont can meet the student prior to them being accepted into the school. All candidates must be interviewed in person or via video call, especially to screen for English proficiency – speaking and comprehension, as well as the usual understanding of why the candidate want to be in our program. In addition, the school requires a 2-day visit and proof of medical coverage.

Tuition Fees Applicable to International Students

International student fees are stated in the published Westmont schedule of fees, established on an annual basis by the WCMS Board.

Registration and membership fees are a non-refundable amount and due at the time of acceptance in the program.

The tuition fees payment options are as follows:

	May 31 st	July 31 st	September 30 th
Full Payment*	Tuition fees		
3 installments	1/3 of total tuition fees	1/3 of total tuition fees	1/3 of total tuition fees

*A discount equal to 10% of net tuition fees is applicable and will be refunded at the end of school year on June 30. If withdrawal occurs during part way through the school year, the discount is forfeit.

If enrollment is after May 31st, the payment plan is adjusted accordingly.

Withdrawal Policy

The following policy will apply to international student withdrawals:

Visa/Study permit denial by IRCC

- Tuition fees excluding registration and membership fees are refunded less \$600 administrative fee.

Withdrawal for any other reason (installment plan):

Notice of withdrawal must be received in writing.

- Withdrawal before July 31st – a refund of 50% of fees paid will be retained.
- Withdrawal before August 31st – a refund of 50% of fees paid will be retained.
- Withdrawal after September 1st – zero refund processed.

Withdrawal for any other reason (paid in full May 31st):

Notice of withdrawal must be received in writing:

- Withdrawal before July 31st – 50% of 1/3 of fees paid will be retained.
- Withdrawal before August 31st – 50% of 2/3 of fees paid will be retained.
- Withdrawal after September 1st – zero refund processed.

Change in International Student Status

If the school confirms a student is eligible for government funding and all required supporting documentation is submitted prior to September 30th of the new school year, such students will be eligible for a partial refund of the difference between prepayment and current schedule of fees for residents.