



## ADMISSION OF NON-RESIDENT STUDENTS

Responsibility:	<i>Superintendent, Business Services &amp; Treasurer of the Board</i>
Legal References:	<i>Education Act Part II</i>
Related References:	<i>Administrative Procedure 4270 - Admission and Registration of Students; Administrative Procedure 4260- Student Transportation</i>
Revisions:	
Reviewed:	<i>March 2016</i>

### 1. Preamble

- 1.1. The procedures that follow provide guidelines and expectations regarding the admission of out-of-district and non-resident students to both elementary and secondary schools.

### 2. Admission of Out-of-District Students (Elementary and Secondary)

- 2.1. An out-of-district student is considered to be a student who is a Canadian citizen who does not reside with his/her legal guardians or parents within the boundaries of the Waterloo Region District School Board (Board) and/or does not meet the residence requirements as outlined in the Education Act.
- 2.2. A person who is qualified to be a resident pupil in another district or zone may request admittance to a public school in Waterloo Region based on the terms outlined in the Education Act, Section 35 and Section 39. A decision to admit the student will be made at the discretion of the school principal, in consultation with the area Superintendent, Student Achievement & Well-Being.
- 2.3. Documentation should be included in the student's OSR which outlines the following:
  - 2.3.1 Name of the district or zone where they qualify as a resident pupil;
  - 2.3.2 If the pupil or pupil's parent/guardian is assessed as a public or separate school supporter in their school district;
  - 2.3.3 The authority, under the Act, to which the pupil claims the right to attend the school. Students may be admitted under S.35 (Resident Pupil's Right to Attend more Accessible Elementary School) and S.39 (Resident Pupil's Right to Attend Secondary School in Another District or Zone) of the Education Act.
- 2.4. Students admitted under Section 35 or Section 39 of the Education Act should be recorded as "pupils of the board" on the Enrolment Register.
- 2.5. In some cases, students may be required to pay fees in order to attend a public school within the Board. Fees may be charged to:
  - 2.5.1 Visa or Foreign Students;
  - 2.5.2 Native Canadian, Indian Non-Resident Students.
- 2.6. All fee-paying students are to be entered as "other pupils" in the Enrolment Register. The register is also to indicate who is responsible for payment of fees. The fee structure for all fee-paying students is determined yearly by the Superintendent, Business Services &

- Treasurer of the Board. Inquiries should be directed to the area Superintendent, Student Achievement & Well-Being.
- 2.7. Inquiries from other boards or institutions regarding admission of pupils should be directed to the area Superintendent, Student Achievement & Well-Being.

### **3. Admission of Non-Resident Students**

- 3.1. Non-Ontario Residents Under 18 Years of Age from Other Provinces
- 3.1.1 Students who are non-Ontario residents, under 18 years of age from other provinces may be admitted to a school under the jurisdiction of this Board if the following conditions are met:
- The student presents to the principal a Waterloo Region District School Board *Letter of Guardianship* form (IS-99-Z), or a *Notarized Letter of Guardianship* appropriately completed.
- 3.1.2 If the student's parents or guardians do not reside in Ontario, applicable tuition fees may be charged in accordance with Ministry direction. The amount of the fee to be charged will be determined by the Board, but shall not exceed the maximum determined in accordance with the Calculation of Fees for Pupils Regulation.
- 3.2. Canadian Citizens not Residing in Canada (non-resident students)
- 3.2.1 Students who are Canadian citizens, but whose parents live in a foreign country, may wish to attend Canadian schools while residing with an aunt, uncle, cousin, or friend etc.
- 3.2.2 The student must present to the principal a Waterloo Region District School Board *Letter of Guardianship* form (IS-99-Z), or a *Notarized Letter of Guardianship* appropriately completed.