1. Preamble

1.1. The following procedure deals with educational exchange programs initiated by service clubs (i.e., Rotary Club), private organizations (i.e., International Student Exchange - Ontario (ISE), Canadian Education Exchange Foundation (CEEF)), and other interested parties in accordance with S.49(7) of the Education Act.

2. International Student Exchanges

2.1. Principals receiving inquiries about international student exchanges should direct all organizations or persons to the International Admissions and Enrolment Analyst, Financial Services, ext. 4350.

2.2. Students will only be permitted to participate in reciprocal exchange programs through organizations which have a signed contract with the board. A list of permissible organizations will be maintained on the board website under international students.

2.3. Once the principal has received confirmation that a contract is in place with the organization, the student can be given permission to participate in the exchange - subject to the principal’s approval of the exchange and the ability of the student and the organization fulfill the requirements of the contract.

2.4. Foreign students participating in the exchange should be directed to the International Admissions and Enrolment Analyst, Financial Services.

2.4.1. Once all of the necessary documentation is received, foreign students participating in the exchange will be given a Letter of Admission. This is required prior to the student registering at or attending the school.

2.5. For additional information on registering foreign students, please refer to Administrative Procedure 4300 – Admission of Foreign Born Students.