



Administrative Procedure 4320 INTERNATIONAL STUDENT EXCHANGES

Responsibility:	Superintendent, Business Services & Treasurer of the Board
Legal References:	Education Act (S. 171, S. 49(7)) Ministry of Education: Enrolment Register Instructions for Elementary and Secondary Schools
Related References:	Administrative Procedure 4300 - Admission of Students Born Outside of Canada & Immigration Documents
Revisions:	January 2024
Reviewed:	May 2016

1. Preamble

- 1.1. The following procedure deals with educational exchange programs initiated by service clubs (e.g. 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 WRDSB International Admissions Office.
- 2.2. As per Ministry guidelines, students are permitted to participate in reciprocal exchange programs only through organizations that have a signed contract with the board. A list of permissible organizations will be maintained on the board website under www.wrdsb.ca/register/international/international-student-exchange-program.
- 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 to fulfill the requirements of the contract.
- 2.4. If an international student and a WRDSB student have arranged a private exchange outside an exchange organization or through an organization that does not have a signed agreement with the Board, tuition fees will apply for the international exchange student. This is in keeping with the Education Act section 49(7)(a).

3. International Exchange Student Registration

- 3.1. International students participating in an exchange should be directed to the International Admissions Office.

3.2. Prior to enrolment in the WRDSB school, the host family will meet with the International Admissions Office. A Letter of Admission will be provided after the necessary documentation is received. The school can finalize the registration once this letter has been provided.

3.2.1. Exchanges less than 5 months within the same school year:

When the duration of the student exchange is less than 5 months, each side of the exchange happens within the same school year and the international student is in attendance over the October 31 OnSIS count date, both the international student and WRDSB student will be recorded in the first semester. The school will log a ticket with IT for semester 2 to centrally remove the WRDSB student for the March 31 OnSIS count date.

3.2.2. Exchanges less than 5 months across consecutive school years:

If the duration of the student exchange is less than 5 months and the exchange happens over 2 consecutive school years, the WRDSB student will be removed centrally from the register over the March 31 OnSIS count date and both students will be enrolled for the October 31 OnSIS count date, provided the international exchange student is in attendance at that time.

In the event that the international exchange student is not in attendance over an OnSIS count date, the WRDSB student will be recorded for enrolment purposes for both count dates, including the semester impacted by travel.

3.2.3. Exchanges of more than 5 months across consecutive school years (e.g. Rotary Club)

To avoid payment of tuition fees for the international exchange student, the organization must provide both the WRDSB student and international student names and schools involved prior to the exchange. The WRDSB student will be marked as “retired” for the duration of the time they are on exchange. The international student will and the WRDSB will both be counted for the time the international exchange student attends the WRDSB school. Prior to enrolment of the international exchange student, the host parent must meet with the WRDSB International Admissions Office. Once all of the necessary documentation is received, the international students participating in the exchange will be given a Letter of Admission. The school can proceed with registration once this letter has been provided.