



---

## AP #505 - Admission of Exchange and International Students

Prairie Rose School Division

Developing lifelong learners for responsible global citizenship

Students

*Procedure Manual*

Policy Ref:

---

### Exchange Students

PRSD recognizes the value of, and contributions made by exchange students to the intellectual, social, and cultural milieu of a school. Accordingly, it supports an active, reciprocal student exchange program.

The following factors will be carefully considered by the Superintendent in the student selection process.

- The number of students admitted in any given year will generally be 4 at Carman Collegiate, 3 at St. Paul's Collegiate, and 2 at other divisional collegiates.
- Variety in the countries of origin.
- Students sponsored by exchange agencies receiving the greatest level of funding support from the province will be granted preferential placement.
- Agencies wishing to enroll exchange will submit timely and proper records to the principal of the concerned school for initial approval, before submission to the Superintendent/CEO.

### International Students

International students are individuals seeking enrolment in Division schools that have neither Canadian citizenship nor landed immigrant status. Such students may apply to the Immigration Department for student visas **only** if a sponsoring school is willing to accept them.

International students may be enrolled in PRSD schools subject to compliance with specified criteria and procedures.

Note: All international and exchange students will be considered in the annual Staffing Formula student count.

### Conditions

1. Students must apply for admission by July 31<sup>st</sup> of the year they wish to attend.
2. The full year's tuition fee must be paid in advance. No refund of fees shall be made if a student discontinues classes, for any reason during the school year.
3. The tuition fees to be charged will be based on the current year's operating fund expenditure per pupil plus a \$200 administrative fee per pupil. The current year's fee will be indicated on the Foreign Student Enrolment Application form.
4. The Foreign Student Enrolment Application form should be completed by the students or their parents and together with the full year's tuition fee should be submitted to the Superintendent of Schools.
5. Acceptance of the applicant shall be subject to:
  - a) availability of space in divisional schools;
  - b) verification of sufficient command of the English language (and French Language for the Immersion Program) to function successfully at the grade level of the enrolment;
  - c) Board approval.



---

## AP #505 - Admission of Exchange and International Students

Prairie Rose School Division

Developing lifelong learners for responsible global citizenship

Students

*Procedure Manual*

Policy Ref:

---

6. Principals shall consult the guidelines for appropriate grade placement of foreign students and if in doubt, should consult with Manitoba Education regarding placement.
7. Candidates' acceptance will be for a one year period only. Permission to continue attending divisional schools will be granted annually, with application and fees for continuation required by July 31<sup>st</sup>.

### **Admission Requirements:**

1. A Canadian student visa (photocopy to be attached to application).
2. A transcript of the student's most recent marks including an English mark. An explanation of the grading system used on the report card should be provided (preferably with a conversion to a percentage).
3. A minimum T.O.E.F.L. score of 450 is required and must be submitted with the application.
4. A cheque for the foreign student fees must accompany the application when submitted, payable to Prairie Rose School Division.
5. All required information and fees are to be submitted to the following address prior to July 31<sup>st</sup>:  
Superintendent/CEO  
Prairie Rose School Division  
45 Main Street South  
Carman, Manitoba  
R0G 0J0

NOTE: Upon receipt of the application, the information will be evaluated by the Superintendent of Schools. If the information suggests that the applicant meets divisional criteria, Board approval will be sought. Upon receiving Board approval, the applicant will be informed of his/her successful application. The specific program of studies will be arranged by the principal and/or counselor (if applicable) of the school to which the student has been assigned.