



## ADMINISTRATIVE PROCEDURES

### TUITION FEES (Policy Statement: Admission to Catholic Schools)

#### Purpose

It is the policy of the Algonquin and Lakeshore Catholic District School Board to provide educational services to non-resident pupils provided sufficient space is available in schools and provided that consideration is applied to ensure that we are able to meet curriculum and course needs and operating and capital costs associated are recovered in full through Tuition Fees.

#### References

*Education Act*

*Calculation of Fees for Pupils Regulation*

*Grant for Student Needs Regulation*

#### Procedures

1. A Non-Resident (Foreign) Student is defined as:
  - a) "Other-Pupil" for whom the Ministry of Education (Provincial Level) does not provide funding. These pupils would not be reported for grant purposes.
  - b) A pupil who is not exempt from paying tuition fees under the Education Act, Subsection 49(7) (See ***Tuition Fees Administrative Procedures Manual*** for more information regarding exemptions under the Education Act, Subsection 49(7) that would qualify a pupil from paying tuition fees)
  - c) A pupil who is a temporary resident of Canada within the meaning of the Immigration Act (Canada) and possesses the proper student authorization issued under the Immigration Act.
  - d) A pupil of Aboriginal Status registered with the Aboriginal Affairs and Northern Development Canada and resides on a First Nation Territory. Tuition fees for Aboriginal pupils fall under the responsibility of Aboriginal Affairs and Northern Development Canada (Federal Level).
  
2. For all Non-Resident students "Other-Pupils", tuition fees will apply and shall be paid in full and prior to the pupil being admitted to school. The International Education Program shall provide the conditional acceptance letter to the Parents/Guardians of a pupil schools are accepting into the Board. This letter is a conditional acceptance letter that clearly states that it is only upon FULL payment of tuition fees that the student may proceed to commence attendance at the school. This letter shall also provide contact information for the International Education Program for assistance and to initiate the process of paying tuition.

3. All pertinent authorization and documents substantiating residency status shall be copied to student OSR. The International Education Program shall also be notified to expect tuition payment and shall be copied on pertinent Canada Immigration Documents for any Non-Resident Pupil if students register directly at the school.
  4. Tuition Fees shall be based on the maximum amounts allowed by regulated provincial legislation and guidelines noting that under Reg 285; if the board does not receive any funding for the program, service or equipment in the base fee determined for the pupil, the fee may be increased by an amount equal to the cost of the program, service or equipment.
  5. A principal of a school shall not admit to classes any non-resident pupil until it has been confirmed that the required tuition fees have been paid in full and proper student authorization and documents from immigration substantiating their residency status within Canada.
  6. International Education in cooperation with the School principal shall be responsible for:
    - (a) Determining residency status of the pupil and the collection and retention of proper documentation.
    - (b) Determining whether a foreign student meets academic acceptance criteria that would be required and determine if their school would be able to meet the needs of the student, provide the resources and program for which a foreign non-resident student is seeking to be admitted.
    - (c) Confirming with individuals the acceptance of responsibility for the payment of tuition fees, and providing contact information for parents to initiate payment of tuition fees. It is also the responsibility of the International Education Program to ensure that tuition fees have been paid in full to the school board prior to the student commencing attendance at the school.
- Tuition Fees are not refundable except where defined by the International Education Department.
  - Waiver of Tuition Fees due to extreme hardship – In cases of extreme hardship, waiving of tuition fees could be a consideration on a case per case basis.

**Appendices**

**Forms**

**Associated Documents**

Tuition Fees Administrative Procedures Manual

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Admissions to Catholic Schools Policy A-2021-02-1*