



## **ENROLMENT OF STUDENTS OF NON-RESIDENT PARENTS OR GUARDIANS**

### **Context**

Ministry of Education officials have confirmed that students whose parents are not normally residents of BC may not be claimed for funding on the annual 1701 report. This has resulted in the need to establish a fee structure consistent with the amount that is charged to educate other students within our system.

Students in this category or their parents/guardians will have to pay tuition in order to access an educational program in Central Okanagan Public Schools. The fee will be adjusted on an annual basis to reflect changes in Ministry funding allocations.

Many of these students are also living in 'homestay' situations where they are supervised by a caregiver who is not their legal parent/guardian. In these instances, to protect the student/parent, caregiver, and Central Okanagan Public Schools, there is also a requirement that a formal Custodianship Agreement be established before these students receive admission.

Having a Custodianship Agreement in place helps to clearly articulate the responsibilities of the custodian of the child. It also establishes that the authority to undertake these responsibilities has been granted to the custodian by the legal parent/guardian.

### **Procedures**

1. Principals are to be vigilant in establishing a process for checking the residency of both new and returning students as well as whether they are living with their parent(s) or legal guardian(s)/guardians to ensure that the parent(s) or legal guardian(s) are resident in BC.
2. In situations when the parents are not normally residents of BC, a school staff member should refer them to the Central Okanagan Public Schools Welcome Centre. An annual Letter of Acceptance will be issued to the applicants by the Welcome Centre once they have completed the paperwork and paid the tuition fee.

In situations when students are not living with their parent(s) or legal guardian(s), and the parents or legal guardians are ordinarily residents of BC, then a school staff member should provide the parent(s) or custodial caregiver(s) with the attached custodianship papers available at the following link:

<https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/pub/custodian-parent.pdf>

### **Relevant Board Policy: N/A**

Developed by: Assistant Superintendent and Secretary-Treasurer/CFO

Date Agreed: June 20, 2007

Date Amended: October 30, 2018 (Replacing the Administrative Procedures for *Managing Students Living in Homestay/Custodianship Situations Within School District No. 23* and *Managing Students Whose Parents Are Not Normally BC Residents*), June 8, 2021

Related Documents: