

ADMISSION OF NON-RESIDENT OUT-OF-PROVINCE STUDENTS

Background

HPSD believes that attendance of non-Alberta students in HPSP schools is a means of fostering national and international goodwill and provides valuable learning experiences for students. As a publicly funded school jurisdiction, HPSP has a provincial mandate to offer programs to resident students. Based on the requirements of the *Education Act*, HPSP will admit non-resident students who apply, if there are sufficient resources and facilities available to accommodate them. A tuition fee will be charged in accordance with admission requirements as outlined in this administrative procedure.

Definitions:

Resident student – An individual who is entitled to have access to an education program under section 3 of the *Education Act* and who is a resident student as determined under section 4 of the *Education Act*.

Right of access – in order to have right of access to education (as per Section 3 of the *Education Act*), the person must be, as of September 1 of the school year, 6 years of age or older and younger than 19 years of age and be:

- a resident of Alberta, and
- have a parent who is a resident of Canada

If the student does not have right of access to education in Alberta, the student may not qualify for funding from Alberta Education.

Procedures

1. Application to attend school must be approved by the Principal. Applications should be submitted at least two months in advance of the student's anticipated enrollment.
2. Approval for all foreign, visiting and non-resident Canadian students attending HPSP schools shall be at the discretion of the receiving Principal in consultation with the Superintendent. Factors such as the availability of space, staffing, the amount of preplanning, supervision, financing and length of stay will be taken into consideration when approving student attendance at HPSP schools.
3. The Principal shall determine the student's placement in grade/subjects.
4. Tuition fees will not be charged to those students:
 - 4.1. on an exchange program recognized for Alberta Education funding;
 - 4.2. participating in a Board approved student exchange program;
 - 4.3. sponsored by a non-profit organization (up to) the first 2% of the school's High School student population, per year, who are not recognized by Alberta Education for funding.
5. For non-funded visiting students, there is a non-refundable, non-transferable administration fee set by Alberta Education. Students who owe diploma exam fees must pay the registration fee and register themselves to write the diploma exam.
 - 5.1. Payment and registration can be submitted one of two ways:
 - 5.1.1. Online using the student's *myPass* account at *myPass.alberta.ca*, or
 - 5.1.2. by mailing in a *Diploma Exam Registration/Rewrite* form to Alberta Education with a cheque/money order enclosed. The cheque/money order must be made out to *Government of Alberta* and mailed to: PASI Project and Student Records, 10044 – 108 Street, Edmonton, AB T5J 5E6.
6. Tuition fees, set annually by the Board of Trustees, shall apply to all other non-resident students. When these students attend HPSP schools for less than a full school year, they will be charged a prorated tuition fee based on the percentage of school year attended. Registrations will not be accepted until tuition fees are paid in full.

7. Other fees and costs for required special programs may be charged to non-resident out-of-province students.
8. The Principal will notify the Secretary-Treasurer of all out of province students registered in the school.
9. As per Policy 12, the Board of Trustees will hear appeals on administrative decisions on all matters, other than expulsion of students, which are submitted in accordance with section 42 of the Education Act, that significantly affect the education of a student.

References

Education Act, Sections 10, 12, 13, 42,
Diploma Examination Program General Information Bulletin

Cross Reference

[Policy 12 – Appeals Regarding Student Matters](#)