

501.7.1 International Services

Procedures:

1. An International Services Program exists within Lethbridge School Division, for the purpose of administrative supervision of recruitment, placement, screening, and monitoring of international students.
2. A Division level administrator is assigned as the Director of International Services, reporting to the Superintendent.
3. The Director of International Services will be responsible for:
 - 3.1. Recruitment of fee paying students including:
 - 3.1.1. Development of up to date brochures
 - 3.1.2. Maintenance of an up to date website
 - 3.1.3. Participation in sponsored recruitment fairs
 - 3.1.4. Liaison work with recruitment agents
 - 3.2. Registration of students including:
 - 3.2.1. Screening student applications
 - 3.2.2. Providing letters of acceptance
 - 3.2.3. Working with school principals to determine placements
 - 3.2.4. Working with Instructional Services for some special case placement decisions
 - 3.3. Monitoring of international students including:
 - 3.3.1. Mid-semester reviewing of student attendance and achievement
 - 3.3.2. Monitoring of home stay placement issues
 - 3.3.3. Working with a contracted Home Stay Provider when home stay issues arise
 - 3.4. Program Advocacy including:
 - 3.4.1. Maintaining membership in the Alberta Education International Education Advisory Council (AAPSI), as well as the Canadian Association of Public Schools International (CAPSI)
 - 3.4.2. Building networks with other school divisions and post-secondary institutions
 - 3.4.3. Presenting information and data as required to the School Board, Division personnel, parents and students
 - 3.4.4. Promoting the benefits of Internationalizing schools
 - 3.4.5. Hosting up to three meetings a year with Principals to discuss their International Student Programs.

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- 3.5. Program budgeting and business management including:
 - 3.5.1. Overseeing the collection of tuition and medical insurance fees
 - 3.5.2. Approving program expenditures necessary for recruitment and other program goals
 - 3.5.3. Ensuring that International Students have purchased medical insurance
 - 3.5.4. Working with Division's office of Business and Operations in relation to budgeting and purchasing
- 3.6. Program Evaluation and Accountability Reporting including:
 - 3.6.1. Collection of feedback from International students regarding their school experiences.
 - 3.6.2. Working with homestay provider to collect feedback from International students regarding their homestay experiences.
 - 3.6.3. Development of a summary, submitted to the Division's Executive Council, describing the annual accomplishments of the International Services Program as requested.
4. Applications to study in Division schools by any non-Lethbridge residents will be processed as follows:
 - 4.1. All students normally required to pay tuition will be directed to the International Services Office.
 - 4.2. All other non-Lethbridge students or students new to Lethbridge without documentation of a valid Canadian citizenship will be directed to the Division of Instructional Services.
5. Before January of each school year, the tuition rates and application fees for the next school year shall be determined and published.
6. A portion (to be determined annually by the Superintendent) of the tuition fees paid by international students will be used to fund the International Services Program.
7. Refunds of tuition fees paid by international students may be allowed based on the following:
 - 7.1. Students must provide the International Services Office, Lethbridge School Division with written notice of withdrawal.
 - 7.2. A full refund will be issued if the program has not yet begun, and a Study Permit/Visa was denied (a copy of the documentation for denial of the Study Permit/Visa must be forwarded to the International Services Office).

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- 7.3. 5% of fees for one semester will be retained by Lethbridge School Division the student withdraws an application after a study permit/Visa has been issued.
 - 7.4. There will be no refund after the semester has started, and 25% of the fees for the next semester of study for which a letter of acceptance was issued will be withheld.
 - 7.5. If a student engages in any illegal activity, or repeatedly violates Division or Homestay Rules and Regulations after being warned, and if a consequence of this behaviour is that the student is mandated to return home, then no refund of tuition fees will be made. (In such a situation, or at any other time, the cost associated with the student returning home is not the responsibility of Lethbridge School Division.)
8. Refunds of Medical Insurance Fees:
- 8.1. Students must provide the International Services Office, Lethbridge School Division with written notice of withdrawal.
 - 8.2. A full refund will be issued if the program has not yet begun and a Study Permit/Visa was denied (a copy of the documentation for denial of the Study Permit/Visa must be forwarded to the International Services Office).
 - 8.3. Once a student has arrived in Canada, there will be no refund for any of the calendar months for which the student was present and covered by the policy. Students will be refunded the portion of the premium that was unused, less 25% of that amount as an administration fee.
 - 8.4. If a student engages in any illegal activity, or repeatedly violates Division or Homestay Rules and Regulations after being warned, and if a consequence of this behaviour is that the student is mandated to return home, then no refund of medical insurance fees will be made. (In such a situation, or at any other time, the cost associated with the student returning home is not the responsibility of Lethbridge School Division.)
9. No refunds for application fees and custodian fees.
10. International students attending Lethbridge School Division schools must comply with Government of Canada study permit requirements. (See Exhibit 501.7.B)