



SCHOOL DISTRICT #49 (CENTRAL COAST)

Administrative Procedures Manual

Administrative Procedure: G-8 Eligibility for Ministry Funded Enrolment

Date: November 28, 2018

In accordance with the *School Act*, Section 82, Ministry of Education policy, and School District procedures, a student is eligible for a provincially funded education if parent/guardian(s) meet ordinarily resident requirements. Students who are resident in BC, and whose parent/guardian(s) are ordinarily residents in BC, and who are enrolled in a program in School District No. 49 (Central Coast) are eligible for Ministry of Education funding.

“Ordinarily resident” means, on the basis of objective evidence, a person has established a regular, habitual mode of life in the community with a sufficient degree of continuity which has persisted despite temporary absences. Parent/guardian(s) or student must be ordinarily resident in British Columbia with a sufficient degree of continuity to ensure that there is a settled purpose other than to obtain publicly funded education.

Students who are older than school age and, who are ordinarily resident in British Columbia, may enroll in an educational program leading to graduation.

Procedures

The principal will ensure that citizenship status and ordinarily resident documentation for all students newly registered to the District is verified and recorded in the school district student information systems (MyEdBC). Parents/Guardian will need to confirm that the information provided around all documentation is correct.

In order to meet the ‘ordinarily resident’ requirements, the parent/guardian(s) of the student must produce sufficient evidence to meet the criteria of ‘ordinarily resident.’ If the parent/guardian(s) of the student are unable to produce sufficient evidence to satisfy the school principal/vice principal that the parent/guardian(s) and student are ordinarily residents, or if the principal/vice principal is unsure if the evidence provided is sufficient, the principal/vice principal should contact the District Office for clarification.

Students may be temporarily absent from British Columbia, yet still retain eligibility for funding if their parent/guardian remains ordinarily resident.

Student only is Temporarily Absent - The parents/guardians remain ordinarily resident in British Columbia while the student is temporarily absent.

Student and Parents/Guardian(s) are Temporarily Absent - If the student is temporarily absent from the province with the parent/guardian(s), the parent/guardian(s) may still be considered ordinarily resident in British Columbia if there is objective evidence that the family will be returning to British Columbia.

Immigration status is relevant but does not determine ordinarily resident. The determination of whether a person is ordinarily resident student should never be based solely on the person's immigration status.

A person need not be a Canadian citizen or permanent resident to be an 'ordinarily resident' in BC for the purposes of *Section 82* of the *School Act*. For example, persons who have applied for convention refugee status but not yet received a determination, and persons who have applied for permanent resident status from within Canada, may be ordinarily resident in BC if there are other indicators of continuity with the community and residence for a settled purpose other than receiving publicly funded education. On the other hand, a person who comes to Canada on a time-limited basis and has not taken steps to obtain permanent residence in Canada usually will not be ordinarily resident because they have no legitimate expectation of remaining in Canada.

Determination of immigration status as Ordinarily Resident should be done in conjunction with District Administration.

Proof of Residency

Any of the documents below can be copied to demonstrate residency:

- BC Care Card / BC Services Card / BC Identification Card
- BC Driver's License or Enhanced BC Driver's License
- Long-term tenancy agreement - showing name and address
- Property purchase agreement - showing name and address
- A current income tax return filed as a BC resident

If the primary identification above is unavailable, schools should request any 2 of the following:

- Property tax statement - showing name and address
- Proof of employment for a minimum of 20 hours per week (e.g. pay stub, letter from the employer)
- Utility bill – showing name and address
- BC vehicle registration
- Canadian bank account statement - showing name and address

Proof of Guardianship

- Any of the documents below can be copied to demonstrate guardianship:
- Student's Birth Certificate (long form preferred)
- Student Passport
- Income Tax Statement where children are declared
- Parent's Confirmation of Permanent Residency or Record of Landing or valid Immigration Canada documents where children are named
- If parents live separately, court order or written agreement granting care to accompanying parent

Immigration Status

- Parent/guardian(s) to provide one of the following:
- Current Passport
- Canadian Citizenship Card
- Confirmation of Immigration Status
- Permanent Resident Card

Child to provide one of the following:

- Birth Certificate
- Current Passport
- Canadian Citizenship Card
- Confirmation of Immigration Status
- Status Card
- Permanent Resident Card

Parental Employment/Study Visas Parent/guardian(s) to provide the following (These must be verified by District Office):

- Work Permit (valid for one year or more);
- Proof of Employment; and,
- Current Passport. OR:
- Study Permit (valid for one year or more);
- Letter of Acceptance or transcript showing enrollment in degree or diploma granting program at a public post- secondary institution authorized by the BC Ministry of Advanced Education. (Permit cannot be for high school upgrading or ESL unless it is a requirement of acceptance into the aforementioned programs, for one year only, and the institution is BC EQA-Education Quality Assurance); and,
- Passport. OR

- Diplomatic Status

Temporarily Absent

Student only is Temporarily Absent

- Documentation that the student will be returning to the parent/guardian(s) home at the end of this temporary absence.

Student and Parent/Guardian(s) are Temporarily Absent

- Letter from an employer indicating the commencement and/or termination of a contract for work. OR
- Other documentation deemed sufficient by the Superintendent of Schools, or designate.

Incorrect information with regards to residency may result in the removal of a student from the school in which they are enrolled