

# International Education

## MANUAL



January 2023



SCHOOL DISTRICT NO. 73  
(Kamloops - Thompson)

KAMLOOPS - THOMPSON  
INTERNATIONAL  
STUDENT PROGRAM

[ispcanada.ca](http://ispcanada.ca)



School District No. 73

100.1 International Education Manual

# International Student Program Guidelines

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International education contributes to British Columbia's economy, both through direct and indirect student spending and by helping to meet projected labour shortages as the economy grows. International connections established by students and teachers can grow into new educational and business opportunities both in the school district's community and in the global marketplace.

School District No. 73 (Kamloops-Thompson) provides a high-quality International Student Program (ISP) that fosters social benefits and economic benefits for the school district and community. Such arrangements promote awareness of and appreciation for diversity, and strengthen the connection between the District and other countries, as referenced in School District No. 73 (Kamloops-Thompson) AP 302 – International Student Program,

[Administrative Procedures 302 International Student Program](#)

The International Student Program supports the inclusion of international students into schools as a means of increasing intercultural and international understanding.

School District No. 73 (Kamloops-Thompson) actively recruits students from a variety of locations around the world, including Asia, Europe, and South and Central America.

Relevant Legislation/Policy/Guidelines:

School Act, Section 82

Ministry Policy – International Student Graduation Credit

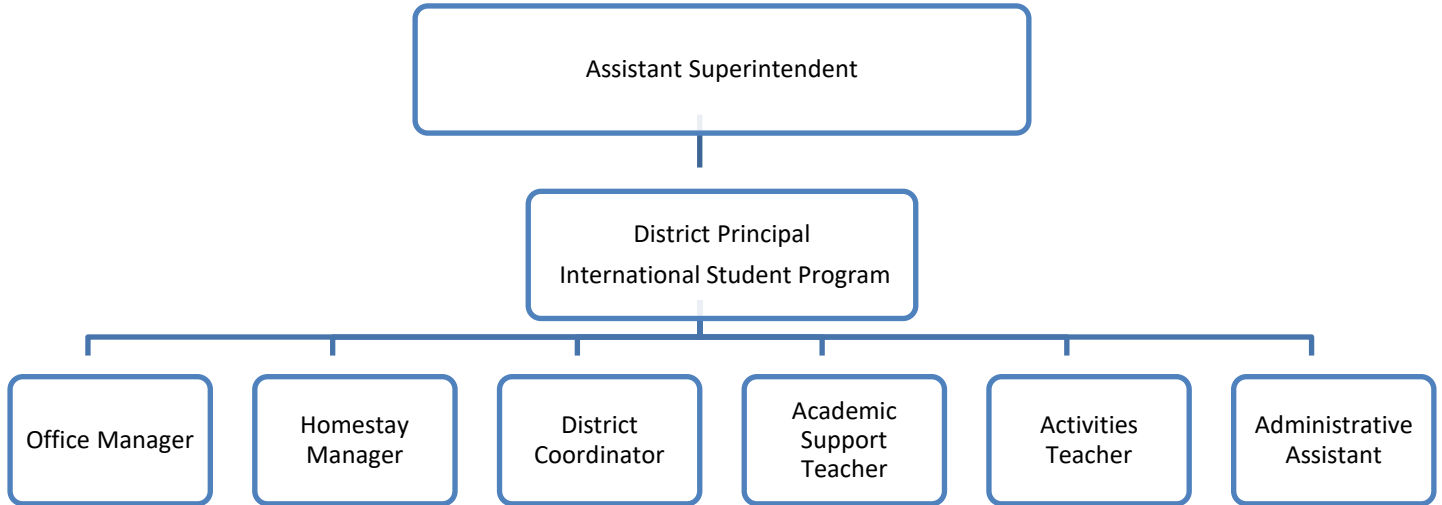
School District No. 73 (Kamloops-Thompson) AP 302

K-12 International Student Homestay Guidelines



# International Education Organizational Chart

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School District No. 73  
101.2 International Education Manual

# International Education Program – Job Descriptions

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## Assistant Superintendent

- International Education Oversight and Strategy



School District No. 73  
101.2 International Education Manual  
**International Education Program –  
Job Descriptions**

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### **District Principal - International Student Program**

- Oversees the implementation of the International Student Program
- Manages the implementation of the International Student Program budget
- Supervision and evaluation of International Student Program staff and programs
- Staffing and Budgeting
- Oversees employment and other services contracts
- Recruiting Plan and Travel Authorizations
- External Marketing Plan and Communication
- Ensures the consistent implementation of a standard of practice for support and program delivery of international students in SD73 schools, including the implementation of English proficiency assessments, course delivery, counselling availability, and other supports at each school
- Supports school-based staff in determining and delivering appropriate programs for international students in schools
- Maintains legal custodianship of students
- Support and supervision of international students, including supporting the home school's administration in managing student behaviour in schools and homestay environments
- Maintains the True North database and ensures that files are current and complete
- Maintains student homestay files in the True North database and filing system and ensures legal requirements are met for homestay, citizenship and Immigration Canada
- Oversees the International Student Activity Program, appropriate consent and supervision requirements are met and ensures that Activity Program information is maintained in the True North database
- Maintains database of contracts with international agents in the True North database and maintains positive relationships with agents for the purpose of supporting the international students
- Maintains active internal social media and communication for the International Student Program students and families
- Completes equivalency reviews as required
- Liaison with TRU World and the Ministry of Education
- Maintains an active membership in Provincial, Canadian, and International education groups (i.e. IPSEA, CAPS-I, BCCIE)
- Coordinates recruiter and agent training, as well as orientation sessions
- Maintains contact with educational agents
- Coordinates school district tours for agents, students, and families



## **International Education Program – Job Descriptions**

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- Ensures 1701 data and legal requirements for international students are met for the Ministry of Education
- Researches potential markets and legal requirements in foreign countries, as assigned
- Coordinates marketing materials for recruiters, as assigned
- Acts as a Recruiter, travels and maintains a marketing assignment, as assigned
- Other duties as assigned by the Assistant Superintendent



## **International Education Program – Job Descriptions**

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### **District Coordinator – International Student Program**

- Provides itinerant services to district schools where international students are enrolled
- Coordinates and delivers a wide range of international student services and events, including an extensive orientation program
- Participates in the District's International Student Program admissions and registration process
- Works closely with the Activity Program staff and Homestay staff to ensure the safety and success of international students
- Communicates with staff, parents, students, and agents during the stages of pre-arrival, registration, orientation, school life, cultural experiences, and departure
- Provides graduation planning, post-secondary, and career counselling for long term international students, including assisting school-based counsellors with student schedules
- Supports school-based counsellors in the culturally appropriate provision of academic and social-emotional counselling services
- Provides consultation to students and school-based staff on appropriate supports and resources for the emotional or social well-being of international students
- Assists the Activity Manager in providing and supervising school and community-based cultural activities for international students
- Assists in the development of an atmosphere of acceptance, diversity, and inclusion in schools
- Provides curricular and instructional in-service in the area of English Language Learning
- Provides training and support to ESL teachers in administering English proficiency testing
- Provides professional development and in-service to teachers in best practice for teaching students who are learning a second language
- Works with students and teachers to determine appropriate adaptations for international students in various classroom settings
- Refers students to Immigration Consultant services in relation to Immigration, Refugees & Citizenship Canada (IRCC) Study Permit policies and procedures
- Supports the coordination of special projects and International Student Program activities
- Assists in the coordination of familiarization tours/marketing tours for visiting offshore parents and education agents as necessary
- Other duties as assigned by the District Principal - International Student Program



## International Education Program – Job Descriptions

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### Office Manager – International Student Program

- Acts as the face of the department by providing reception and office management support. Maintains the functionality of the office, including preparing monthly budgets, credit card reconciliations, home stay reports, agent agreements, report cards and document validations for various countries.
- Interacts on an ongoing basis with both internal and external contacts from around the world, in a culturally sensitive manner.
- Develops marketing materials that promote and highlight both SD73 and the city of Kamloops, including managing the ISP website and social media platforms.
- Supports the recruiting staff while they are attending fairs abroad.
- Processes and verifies sensitive documentation, including passports, study permits, contracts, airline itineraries and criminal record checks.
- Processes sensitive documents for lawyer notarization.
- Maintains the student database, including the ability to edit its functions and capabilities.
- Processes applications and payments to medical insurance providers and the Medical Services Plan of British Columbia.
- Possesses knowledge in working with IRCC (Immigration, Refugees and Citizenship Canada) for Study Permits, Letters of Acceptance and Affidavits of Citizenship. School District No. 73 (Kamloops-Thompson)
- Maintains a current databank of Agent Agreements and communicates regularly with them regarding ISP updates.
- Supports the International (Intercultural) Education Activities Teacher to organize activities.
- Completes various administrative forms, correspondence and documents on behalf of the ISP program
- Verifies, analyzes, reconciles and updates accounts, processes accounting transactions and facilitates wire transfers from abroad.
- Performs all related duties as assigned by the District Principal – International Education and Assistant Superintendent responsible for International Education.



## International Education Program – Job Descriptions

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### Homestay Manager – International Student Program

#### Nature and Scope:

The International Student Program (ISP) Homestay Manager will work closely with the ISP team, under the direction of the District Principal – International Education, to effectively manage the operational components of the International Student Homestay Program.

#### Typical Responsibilities:

- Promoting the Homestay Program and the value of International Student Programs in the community
- Overseeing and working with the School District No. 73 Communications Department for the recruitment of prospective homestay families through a variety of methods
- Working with the District Principal to design, maintain, and revise homestay family application and selection processes, contracts/agreements, a homestay family handbook, records, student handbook, student placement processes and homestay profiles to meet program, district, and governmental needs and requirements and to reduce and mitigate risk
- Coordinating and managing the vetting and selection process for homestays (including reviewing applications, facilitating Criminal Record Checks, home visits and collecting other relevant information)
- Making homestay placements for summer programming
- Maintaining the homestay component of the True North database
- Providing regular communication to homestay families through the True North database
- Provide presentations to students (one-on-one or as part of an orientation) on how to be successful in a homestay environment
- Ensure that students have the proper documentation and permission when travelling outside the Kamloops area
- Tracking arrival and departure information of students and meeting them with their homestay families at the airport upon arrival
- Providing orientation to new families and ongoing in-service training and education for returning homestay families
- Providing homestay profiles, in a timely manner, to agents for their incoming students
- Support homestay families and students with the coordination of medical plans and assists in hospital visits, including medical claims
- Providing written reports to the District Principal – International Student Program as requested
- Attending meetings as requested by the District Principal – International Student Program
- Problem-solving student and homestay related issues as they arise
- Provide pick-up/drop off support for emergency homestay moves
- Availability for evening and weekend on-call duties
- Perform all related duties as assigned by the District Principal – International Education and Assistant Superintendent responsible for International Education



## **International Education Program – Job Descriptions**

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### **English Language Learning Itinerant Teacher – International Student Program**

- Responsible for English proficiency testing and assessment
- Works with students and teachers at secondary schools to support teachers in determining appropriate adaptations for international students in various classroom settings.
- Assists students with course scheduling, planning and carrying out interculturalization activities



## **International Education Program – Job Descriptions**

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### **International (Intercultural) Education Activities Teacher – International Student Program**

- Plans, organizes and implements a robust activities program for International Students
- Delivers and Assesses the Board/Authority Authorized course, Welcome to Kamloops – Language Acquisition through Community and Physical Activity
- Promotes intercultural awareness and communication with staff and students
- Consults with and liaises with International Student Program staff and high school staff
- Creates and submits a budget of all student activities for the year that meets the budget requirements of the activities program
- Works with the Activities Program Assistant Manager to document activities on social media and develop a quarterly newsletter, in a timely manner, to highlight the program
- Provides written reports to the District Principal – International Student Program as requested, but at least annually
- Facilitates an effective communication system and working relationship with partner schools
- Attends all planned student activities and other as deemed necessary and requested by the District Principal – International Student Program
- Attends meetings as requested by the District Principal – International Student Program



## **International Education Program – Job Descriptions**

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### **Administrative Assistant – International Student Program**

- Registers students in MyEd
- Prepares arrival packages for students
- Creates transcripts for students and delivers to agents
- Works closely with the Activities Teacher to organize events
- Manages the activities binder
- Emails pictures from activities to students
- Organizes and prepares the distribution of documents to agencies and school board office (report cards, diplomas, transcripts, Permanent Record Cards, etc.)
- Supports the organization of marketing materials
- Performs data updates in the True North system
- Manages the distribution of medical cards to students
- Updates the ISP website
- Helps to supervise student activities
- Communicates with staff, students, agencies and homestay families
- Orders office supplies



## International Student Program – Conduct, Conflict Resolution & Concerns

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The International Student Program is committed to responding to concerns and resolving issues to ensure our students have an exceptional educational experience. The International Student Program staff and school-based staff will work together as a team to act in the best interests of international students.

International students must comply with the School District No. 73 (Kamloops-Thompson) AP 350 Student Code of Conduct

[Administrative Procedure 350 Student Code of Conduct](#)

Administrative Procedures- AP 350 and/or AP 356 apply to international students at all times during their International Student Program with the District, which also includes during their homestay arrangements. While students that ordinarily reside in the District are not generally under the jurisdiction of the district when they are in the care and control of their parents, international students follow under a different guideline. They must conduct themselves in an acceptable manner at all times under the jurisdiction of the District insofar as their behavior is concerned during the entirety of their enrolment.

### Process for an International Student that Contravenes AP 350 and/or AP 356

A homestay student that contravenes any of the above noted School District No. 73 (Kamloops-Thompson) policies shall be subject to the following progressive discipline:

#### First Contravention

- i. For matters that arise at the student's school, the student will be subject to progressive discipline reflective of the age of the student, and the severity and frequency of the unacceptable conduct. The discipline will be fair, consistent, and meaningful, for the purpose of making restitution and enhancing student responsibility and self-discipline. The school principal will notify the homestay parents, the District Principal - International Student Program, and other agencies as deemed appropriate for any particular incident. The District Principal - International Student Program will contact the Education Agent;
  - Where the student's behaviour at school or in the Homestay is deemed to have a significant detrimental impact, the District Principal - International Student Education will be contacted. The District Principal - International Student Program shall provide documentation of the behaviour, along with a written warning that a further offence will be reason to remove the student from the Homestay, and to dismiss the student from school. This documentation shall be placed in the student file and shall be copied to the school principal, the Assistant Superintendent and the student's Education Agent.



## **International Student Program – Conduct, Conflict Resolution & Concerns**

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### **Second Contravention**

- ii. Upon report of a second incident of unacceptable behaviour that is deemed to have a significant detrimental impact on the homestay family or school, the District Principal - International Student Program shall seek approval from the Assistant Superintendent to remove the student from the school, revoke Custodianship, and revoke the student's Study Permit;
  - If approved, the District shall inform the Education Agent that the student is dismissed and shall cooperate with the natural parents to make arrangements to have the student leave the District at the earliest possible time. If approval is not granted, the Second Contravention shall be treated as the First Contravention;
  - If approved, as per the published Refund Policy (Tab 104.1 – International Education Manual), school fees for the remainder of the school year will not be refunded.

### **International School Program Concerns**

For concerns that are brought forward by staff members regarding an international student's programming or integrating international students, staff should seek advice from the District Coordinator - International Student Program. If the issue relates to the international student's progress or conduct, concerns should be brought to the school principal who will consult with the District Principal – International Student Program.

For other concerns or conflicts within the International Student Program, the District Principal – International Student Program will respond in a timely manner in order to resolve the issue.



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# **International Education Budget & Revenue Planning**

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The District Principal overseeing the International Education portfolio will prepare a draft preliminary budget, based on enrolment projections for the next school year by June 1<sup>st</sup> annually. This will guide the development of the next years' draft budget plan and International Education Annual Report. A finalized budget will be prepared by September 30<sup>th</sup> when enrolment is confirmed.

A final International Education Annual Report will be prepared for May 1<sup>st</sup>. This will inform a presentation to the Board at the next available Board meeting.



SCHOOL DISTRICT NO. 73  
(Kamloops-Thompson)

## KAMLOOPS - THOMPSON INTERNATIONAL STUDENT PROGRAM

1770 Springview Place Kamloops, BC Canada V2E 1X9  
OFFICE 778-471-6075 | FAX 250-377-2258 | ispcanada.ca

# International Student Program Fees GENERAL 2023-2024

	3 Months	4 Months	One Semester (5 Months)	Two Semesters (10 Months)
<b>APPLICATION FEE</b>	\$250	\$250	\$250	\$250
<b>TUITION</b>	\$4,250	\$5,670	\$7,070	\$13,650
<b>HOMESTAY</b> (Monthly Fee @ \$1,000)	\$3,000	\$4,000	\$5,000	\$10,000
<b>HOMESTAY</b> (Monitoring)	\$300	\$300	\$300	\$300
<b>CUSTODIANSHIP</b>	\$450	\$450	\$450	\$450
<b>MEDICAL INSURANCE</b>	\$360	\$480	\$600	\$1,200 <b>(Non-Refundable)</b>
<b>ACTIVITY FEE</b>	\$350	\$350	\$350	\$350
<b>TOTAL</b>	<b>\$8,960</b>	<b>\$11,500</b>	<b>\$14,020</b>	<b>\$26,200</b>

REPORT CARD LEGALIZATION (If required)	3 Months	4 Months	One Semester (5 Months)	Two Semesters (10 Months)
<b>VALIDATION /LEGALIZATION FEE</b>	\$200	\$200	\$200	\$200
<b>*REPORT CARD TRANSLATION FEE</b> (If Required)	\$100	\$100	\$100	\$100

\*Translation fees will be applied to students requiring their report card/transcripts translated for legalization/validation purposes.

\*Students arriving early and/or staying late will be required to pay the Homestay fee and Medical Insurance fee at a rate of \$37.00 per day for additional days.

\*Fees are subject to change without notice.

Kamloops International Student Program  
School District No.73 (Kamloops-Thompson)

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## International Student Program Fees RUSSIA 2023-2024

	3 Months	One Semester (5 Months)	Two Semesters (10 Months)
<b>APPLICATION FEE</b>	(\$250) Waived	(\$250) Waived	(\$250) Waived
<b>TUITION</b>	\$3,860	\$6,620	\$12,850
<b>HOMESTAY</b> (Monthly Fee @ \$1,000)	\$3,000	\$5,000	\$10,000
<b>HOMESTAY</b> (Monitoring)	\$300	\$300	\$300
<b>CUSTODIANSHIP</b>	\$450	\$450	\$450
<b>MEDICAL INSURANCE</b>	\$360	\$600	\$1,200 <b>(Non-Refundable)</b>
<b>ACTIVITY FEE</b>	\$350	\$350	\$350
<b>TOTAL</b>	<b>\$8,320</b>	<b>\$13,320</b>	<b>\$25,150</b>

	3 Months	One Semester (5 Months)	Two Semesters (10 Months)
<b>REPORT CARD LEGALIZATION</b> (If required)			
<b>VALIDATION /LEGALIZATION FEE</b>	\$200	\$200	\$200
<b>*REPORT CARD TRANSLATION FEE</b> (If Required)	\$100	\$100	\$100

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# International Student Program Fees EXTUDIA Education & Travel Canada/Colegio Canadiense Fees 2023-2024

	12 Week Term (Sept thru Nov)
<b>APPLICATION FEE</b>	(\$250) Waived
<b>TUITION</b>	\$2,895
<b>HOMESTAY FEE (Monthly Fee@ \$1,000)</b>	\$3,000
<b>HOMESTAY (Monitoring)</b>	\$300
<b>CUSTODIANSHIP</b>	\$450
<b>MEDICAL INSURANCE</b>	\$360
<b>ACTIVITY FEE</b>	\$350
<b>TOTAL</b>	<b>\$7,355</b>

	12 Week Term (Sept thru Nov)
<b>REPORT CARD LEGALIZATION (If required)</b>	
<b>VALIDATION /LEGALIZATION FEE</b>	\$200
<b>*REPORT CARD TRANSLATION FEE (If Required)</b>	\$100

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# International Student Program Fees SOUTH AMERICA 2023-2024

	3 Months	4 Months	One Semester (5 Months)	Two Semesters (10 Months)
<b>APPLICATION FEE</b>	(\$250) Waived	(\$250) Waived	(\$250) Waived	(\$250) Waived
<b>TUITION</b>	\$3,800	\$5,070	\$6,320	\$12,650
<b>HOMESTAY</b> (Monthly Fee @ \$1,000)	\$3,000	\$4,000	\$5,000	\$10,000
<b>HOMESTAY</b> (Monitoring)	\$300	\$300	\$300	\$300
<b>CUSTODIANSHIP</b>	\$450	\$450	\$450	\$450
<b>MEDICAL INSURANCE</b>	\$360	\$480	\$600	\$1,200 <b>(Non-Refundable)</b>
<b>ACTIVITY FEE</b>	\$350	\$350	\$350	\$350
<b>TOTAL w/out Translation fee</b>	<b>\$8,260</b>	<b>\$10,650</b>	<b>\$13,020</b>	<b>\$24,950</b>

REPORT CARD LEGALIZATION (If required)	3 Months	4 Months	One Semester (5 Months)	Two Semesters (10 Months)
<b>VALIDATION /LEGALIZATION FEE</b>	\$200	\$200	\$200	\$200
<b>*REPORT CARD TRANSLATION FEE (If Required)</b>	\$100	\$100	\$100	\$100

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# International Student Program Fees GERMANY-AUSTRIA 2023-2024

	3 Months	4 Months	One Semester (5 Months)	Two Semesters (10 Months)
<b>APPLICATION FEE</b>	(\$250) Waived	(\$250) Waived	(\$250) Waived	(\$250) Waived
<b>TUITION</b>	\$4,250	\$5,670	\$7,070	\$13,650
<b>HOMESTAY</b> (Monthly Fee @ \$1,000)	\$3,000	\$4,000	\$5,000	\$10,000
<b>HOMESTAY</b> (Monitoring)	\$300	\$300	\$300	\$300
<b>CUSTODIANSHIP</b>	\$450	\$450	\$450	\$450
<b>MEDICAL INSURANCE</b>	\$360	\$480	\$600	\$1,200 <b>(Non-Refundable)</b>
<b>ACTIVITY FEE</b>	\$350	\$350	\$350	\$350
<b>TOTAL</b>	<b>\$8,710</b>	<b>\$11,250</b>	<b>\$13,770</b>	<b>\$25,950</b>

REPORT CARD LEGALIZATION (If required)	3 Months	4 Months	One Semester (5 Months)	Two Semesters (10 Months)
<b>VALIDATION /LEGALIZATION FEE</b>	\$200	\$200	\$200	\$200
<b>*REPORT CARD TRANSLATION FEE</b> (If Required)	\$100	\$100	\$100	\$100

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### REFUND POLICY

Fees are paid for the duration of the program and therefore are **non-refundable**. SD73 resources are allocated on the basis of enrollment and therefore fees may only be refunded at the sole discretion of SD73.

No refund will be granted to students removed from the program by the District due to violations of school or program rules or requirements. Examples of conduct giving rise to the removal of a student from the District include: chronic absenteeism, the use of and/or involvement with illegal drugs or alcohol, flagrant misbehavior, or the identification of an intentional misrepresentation on the student's application for enrolment. Students removed from the program by the District will be returned to their parent(s) or legal guardian(s), at the student's expense, by the first available transport.

No refund will be granted if it is found that the student obtained admission to the International Student Program under false pretense or with forged documents. If the student's education needs are greater than disclosed on the application, the District reserves the right to charge for extra support if such support is available. Any inaccuracy in the application submission is grounds for the District to terminate the agreement and send the student home without refund at the parent's own expense.

No refund will be granted in the event that an international student applicant does not participate in the program or withdraws early during their term(s) of study. In addition, \$250.00 CAD cancellation fee will be charged.

No refund will be granted if an international student becomes a landed immigrant or permanent resident one month prior to the start of the school year or during the school year.

In the event that an application for a study permit is denied, or a renewal for study is not approved by Canada Immigration, \$250.00 CAD cancellation fee will be charged, and fees (or a portion) will be refunded, minus the application fees providing the school district is informed in writing no later than one month prior to the start of the school term. The program is considered to have started as of the first official day of semester - not the date the student arrives. In these cases, appropriate written documentation from Immigration Canada must be provided to the Program Administrator

School District No.73 (Kamloops-Thompson) is not liable for any losses or expenses that may occur as a result of the District not being able to provide education due to labour disputes, inclement weather or causes beyond its control.

### DETAILS

- Tuition fees shall include any and all basic course fees
- Homestay fees for one school year will be billed at ten months (10 X \$1,000 = \$10,000)
- Homestay fees for one semester shall be billed at five months (5 X \$1,000= \$5,000)
- **Students arriving early and/or staying late are expected to pay the Homestay fee and Medical Insurance fee at a rate of \$37.00 per day for additional days.**

### Please Note:

*International students wishing to study in School District No. 73 (Kamloops-Thompson) shall pay tuition fees set annually by the District. All international students shall stay in a district approved Homestay with Canadian families and pay a monthly Homestay fee. Other arrangements may be requested and will be considered on an individual basis. Exceptions may be made for living with a natural family member and/or parent.*



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# **International Student Program - Student Application & Consent Form**

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Student applications must be facilitated through an Educational Agent. Agent fees are provided at 15% of tuition fees for the first year of enrolment and 10% for each subsequent year for each student.

Student applications will be processed within 2 business weeks of receipt by the International Student Program office by the District Principal – International Student Program.

Student applications are submitted online on True North portal.



School District No. 73

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# International Education Annual Report

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The International Education Annual Report will be completed by May 1<sup>st</sup> of each year.

The Annual Report will outline the previous year's results and outline the strategic plan for the following year.

The current Annual Report can be found here:

[International-Education-Annual-Report](#)



School District No. 73  
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**Recruitment Program Guidelines**

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School District No. 73 (Kamloops-Thompson) International Education recruits education agents to advertise the International Student Program in active market areas abroad.

The District Principal is responsible to develop a recruitment and marketing plan to inform decisions to strategically build a sustainable International Student Program. The District Principal is responsible to research, evaluate and determine potential markets that will build a culturally diverse and active program. The recruitment and marketing plan will be presented for approval to the Assistant Superintendent in May preceding the upcoming school year.

The following guidelines are followed when implementing the recruitment strategy:

1. Possible recruiter positions are determined by the District Principal. Successful candidates are hired based on relevant experience, education, and personal suitability for the market and the position.
2. The recruitment strategy will be based on market analysis and guided by sound financial decision making. Each represented market must strive to become profitable. Markets will be reviewed annually to determine their viability.
3. Recruiter contracts are developed that maximize revenue potential for the International Student Program. Contracts are to be renewed annually.
4. Contract Recruiters must sign a personal services contract and adhere to the policies and procedures relevant to their position.

**Responsibilities of the Recruiter include:**

- Maintaining an understanding of the current curriculum and pedagogical practices, Ministry of Education initiatives and policies, the Kamloops International Student Program, and relevant school district programs and policies
- Planning, organizing and implementing recruitment trips and trip summary documentation
- Supporting the International Student Program in special events
- Consulting with International Education staff members on district and program initiatives
- Acting as a key contact for agents for the market of representation
- Working closely with the District Principal – International Student Program to receive a summary of the success/concerns from students from the market of representation
- Conducting market research as assigned by the District Principal
- Acting as a liaison with the Trade Commissioner from the market of representation
- Other related duties as assigned by the International Education office

**Qualifications:**



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**Recruitment Program Guidelines**

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- Experience or expertise in the market of representation
- A background in marketing or communication is preferred
- A background in the field of education, secondary programming, specifically international education
- Experience and knowledge of school district policy and procedure
- Valid BC Teaching Certificate is preferred
- Exemplary initiative, interpersonal, organizational, and consultation skills
- Valid BC driver's license



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**Recruiting Travel Protocol**

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While on travel status on behalf of the International Education department, the District expects the highest standards of conduct from its employees and contractors, and views these standards as paramount to developing and maintaining the public's trust and confidence in the District and the public education system. Employees and contractors working for the District must act in accordance with the privileged position of authority, trust, and influence they hold.

### **General Travel Guidelines**

Where possible, the District Principal authorizes travel for recruiters three months prior to departure for employees and contractors. The Recruiter must submit a Travel Authorization Recruiter Form prior to booking a recruiting trip (Tab 202.1 – International Education Manual).

1. Employee and Contract Recruiters must work with the School District's authorized travel agent to book their trip in the most fiscally responsible manner. Exceptions are made for trip segments in excess of 8 hours. To alter a trip based on personal preference, the Recruiter must first schedule their trip with the travel agent and submit this to the Assistant Superintendent as part of the Travel Summary. Booking adjustments can be made based on personal preferences and must be made within 24 hours of the original booking. The final travel arrangements will be submitted in the Travel Itinerary and Travel Summary forms. It must be demonstrated that these changes did not incur cost to the International Student Program by submitting both the original and adjusted travel itinerary.
2. Employee Recruiters may take vacation or leave of absence time to extend their recruiting trip, as per their contract, and with authorization from their supervisor.
3. Employee and Contract Recruiters must not allow personal objectives to interfere with their ability to perform their recruiting and marketing duties.
4. If the Contract Recruiter is travelling with a companion, they must do so with the prior authorization of the Assistant Superintendent.
5. Hours of work are determined by event and agent bookings, but should be scheduled to minimize the length and cost of the trip.
6. Employee and Contract Recruiters must be mindful of their reputation and of the scrutiny of public perception in the use of public funds. The use of social media to post personal moments while on a recruiting trip is not appropriate.
7. Employee and Contract Recruiters must demonstrate that they have appropriate medical insurance and vaccinations for travel to their destination.



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**Recruiting Travel Protocol**

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### **Prior to Travelling**

1. The Recruiter must submit a Travel Authorization Recruiter Form (Tab 202.1 – International Education Manual) prior to booking a marketing trip.
2. Prior to departure on the trip, the recruiter will submit the Travel Status Checklist for Recruiters Form (Tab 203.1 - International Education Manual) to the Assistant Superintendent.
3. Although travel arrangements should be made at the least cost to the International Student Program, in cases where there is an extended duration of travel, an employee's health and well-being must be considered in making travel arrangements. Accommodations to economy travel must receive authorization prior to booking.

### **During Travel**

1. An Employee or Contract Recruiter must maintain regular contact with their employment or contract supervisor while on travel status with the International Education program.
2. The Recruiter will maintain appropriate documentation and receipts in order to prepare an expense claim form upon return.

### **Following Travel**

1. An Employee or Contract Recruiter must submit an expense claim form or invoice to the District Principal within two weeks of returning from a marketing trip.
2. An Employee or Contract Recruiter will submit a trip summary and an agents/contacts list to the District Principal within one week of return from a marketing trip.
3. It is acknowledged that Employee or Contract Recruiters have unpredictable schedules during recruiting trips and are often required to work or travel during evenings, weekends, and holidays. In addition, travel across several time zones can lead to jetlag and impaired performance at work. As such, Employee Recruiters that travel greater than one week in length and/or greater than three time zones away, may take one travel recovery day following the return day from the recruiting trip at the discretion of their supervisor.





# Travel Authorization Recruiter Form

## Itinerary

Date	Travel Information	Accommodation	Contact	Events

## Projected Costs

Travel	Cost in destination currency	Cost in CAD
Airfare		
Other modes of transportation (list)		
Food		
Incidentals		
Accommodation (list)		
Marketing materials		
Recruitment events/visits (list)		
Other (list)		
<b>Total</b>		

### To Be Completed by District Principal:

Analysis	
Years Supporting Market	
Signed Agent Agreements in Market	
Number of FTE in ISP from Market	
Estimated return next school year	

Authorization		
District Principal	Name:	Signature and Date:
Recruiter's Supervisor	Name:	Signature and Date:



## Travel Status Checklist for Recruiters

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Employee and Contract Recruiters must complete this checklist and submit the required attachments to the Assistant Superintendent at least **two weeks prior** to their trip departure.

**Name of Recruiter:** \_\_\_\_\_

**Date of Recruiting Trip:** \_\_\_\_\_

**Destination:** \_\_\_\_\_

### Check if complete:

- Submit travel authorization three months prior to trip or as soon as possible
- Advise Finance contact to put an international travel alert on credit care for the duration of trip
- Advise Purchasing Manager to purchase international cell phone package
- Register with Canadian government to be outside of Canada
- Purchase travel and medical insurance
- Send email to relevant staff regarding additional staff supports in absence
- Out of office alert set on email and voice mail
- Register for events and agent visits
- Complete vaccination requirements for destination country

### Attachments Included:

- Travel and medical insurance documents
- Final trip itinerary, travel and accommodation confirmation receipts and other schedules
- Vaccination log, if appropriate



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## **Travel & Medical Insurance - Recruiters**

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Recruiters must demonstrate that they have adequate travel and medical insurance for the duration of their marketing travel. Contract Recruiters must obtain travel medical insurance as part of their contract obligation. Employee Recruiters will be provided travel and medical insurance reimbursement for the duration of their trip.

Vaccinations must be completed for the destination country prior to departure. Employee or Contract Recruiters may submit an expense claim for the cost of required vaccinations.



# Travel Summary & Agent/Market Reporting Template

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Upon completion of travel, recruiters must submit a travel summary, including an invoice or an expense claim form and an Agent/Market Report. This is to be submitted to the District Principal within two weeks of the return of the trip.

## **Create spreadsheet and attach >**

### Travel and Agent / Market Summary Report

Date:

Marketer Name:

Location of Trip:

Overall cost of the Trip:

Event and Agent Fairs Attended:

List of Contacts	Organization	Contact Information	Follow Up Completed	Other comments or follow up requirements



SCHOOL DISTRICT NO. 73  
(Kamloops-Thompson)

# KAMLOOPS-THOMPSON INTERNATIONAL STUDENT PROGRAM Agent Agreement

1770 Springview Place Kamloops, BC Canada V2E 1X9 OFFICE 778-471-6075 | FAX 250-377-2258 | ispcanada.ca

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

## BETWEEN:

SCHOOL DISTRICT No. 73 (KAMLOOPS-THOMPSON)  
1383-9th Avenue, Kamloops, British Columbia, Canada V2B 3X7

AND: \_\_\_\_\_ (“SD73”)

Agency Name:

Agency Mailing Address:

Primary Marketing Country:

(the “Agent”)

## BACKGROUND FACTS:

- A. SD73 operates an international student program (the “ISP”) for students residing outside Canada to travel to the Kamloops area and study in SD73 classrooms.
- B. SD73 wishes to commission the Agent to recruit students for the ISP and the Agent wishes to recruit students for the ISP.
- C. The SD73 admissions policies for the ISP are attached in part as Appendix A to this Agreement. This portion of the admissions policies is attached for use of reference only. SD73 publishes the admissions policies in full on its official website, and updates them from time to time. In the event of any inconsistency or contradiction between the admissions policies attached to this Agreement and those published on the website, the latter shall prevail.

IN CONSIDERATION OF THE MUTUAL PROMISES CONTAINED IN THIS AGREEMENT, THE PARTIES COVENANT AND AGREE AS FOLLOWS:

## RELATIONSHIP OF THE PARTIES

- 1.1 The Agent is an independent service provider and agrees that there is no employee/employer relationship with SD73.

## SERVICES AND RESPONSIBILITIES OF THE AGENT

- 2. The Agent shall promote the ISP and ensure that all promotional materials using SD73 trademarks or logos, or depicting SD73’s curriculum and program content, have been approved by SD73 prior to use. SD73 is not obligated to provide any additional compensation for the Agent’s promotional efforts.



3. Prior to submitting student applications for the ISP to SD73, the Agent shall ensure that students meet the admission criteria, are in good standing in their present school of attendance, and are able to meet the Canadian immigration rules and regulations for obtaining study permits and/or visitor visas.
4. The Agent shall assist students in completing the application form required for admittance into the ISP (the "ISP Application"), as well as all forms and information required in support of the ISP Application, including the medical note documenting preexisting physical and mental health issues.
5. The Agent shall deliver the ISP Application along with all required documents and fees and deposits to SD73 on behalf of prospective students.
6. The Agent agrees that SD73 reserves the right to refuse any ISP Application at its sole discretion.
7. The Agent shall provide complete and timely information to SD73 about student travel plans and homestay accommodation needs.
8. Prior to student departure, the Agent shall provide students and parents with counselling services, including an introduction to Canada, British Columbia and the City of Kamloops, and an explanation of the BC education system and the ISP including homestay.
9. The Agent is authorized to use sub-agents in the performance of the obligations under this Agreement. However, it is understood and agreed that the Agent shall be responsible for compensating any sub-agents. No additional funds will be provided by SD73 in connection with sub-agents.
10. The Agent shall maintain the confidentiality of this Agreement and under no circumstances shall it share the information with other representatives or students.
11. The Agent shall be responsible to collect all fees that students are required to pay, including the application fee, homestay deposit and appropriate tuition fee. The Agent shall remit these monies to SD73 and upon receipt SD73 shall issue an official receipt and shall review the application in a timely manner.
12. SD73 shall not be responsible for any financial arrangements or transfer of funds between the Agent and the student. The Agent acknowledges and agrees that the Agent's obligations under this Agreement include receiving monies from prospective ISP students and other sources, and to delivering those monies to SD73. Agents may receive money in the form of bank drafts, certified cheques, or wire transfers to SD73's bank account. SD73 shall provide further details to the Agent on this process at appropriate times. The Agent shall be solely and personally responsible and liable if the Agent receives monies payable to SD73 and for any reason fails to deliver those monies to SD73. The costs of delivering monies to SD73 shall be paid by the Agent and / or prospective ISP students.



## SERVICES AND RESPONSIBILITIES OF SD73

13. SD73 shall provide the Agent with:
  - a. Promotional material for the ISP and information regarding SD73 and the community of Kamloops.
  - b. Training, if mutually agreed upon.
  - c. A current website address for SD73.
  - d. Changes in existing fee structures for the ISP.
14. SD73 shall conduct a timely review of all student applications submitted by the Agent and shall provide a timely decision regarding student acceptance and programming.
15. SD73 shall maintain the confidentiality of this Agreement and under no circumstances shall it share the information with other representatives or students.
16. SD73 shall pay to the Agent commission fees as outlined in Appendix B to this Agreement.
17. SD73 shall be responsible for arranging homestay accommodation and custodianship in accordance with SD73 standards and Canadian immigration regulations.
18. SD73 shall provide students with information and documentation in accordance with SD73 standards and Canadian immigration regulations required to extend their study permits.
19. SD73 shall communicate with the Agent about the student's behaviour, attendance, irregularities and any financial issues.

## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT ("FOIP"), GENERAL PERSONAL DATA PROTECTION LAW AND ANTI-CORRUPTION LAW

20. The Agent acknowledges that SD73 is subject to FOIP and will not undertake any action that is inconsistent with the objectives of the FOIP regarding collection, communication, storage or destruction of information.
20. a. Signing Agency acknowledges and agrees as follows. Then Educational Institution is not familiar with the laws of the representing country, including the General Personal Data Protection Law and Anti-corruption Laws. The Educational Institution is relying on the signing agency to take the commercially reasonable steps to ensure that any joint activities of the Parties, in furtherance of their obligations and purposes stated in the Agent Agreement between them dated \_\_\_\_\_, are undertaken in compliance with the laws for the representing countries. The Educational Institution will not be liable, and the signing agency shall indemnify, for any non-compliance in connection with any activities undertaken in the representing country jointly or in cooperation or collaboration between the Parties.



## TERM OF THE AGREEMENT

21. This Agreement shall take effect on the date that both parties have signed it.
22. SD73 shall provide the Agent with a signed copy of this Agreement.
23. The term of this Agreement is five years (60) months, commencing on the date this Agreement has been signed by both parties.
24. The Parties may agree to renew this Agreement under the same or modified terms.

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## TERMINATION OF THE AGREEMENT

25. This Agreement may be terminated as follows:

- a. By mutual agreement of the Parties, at any time. In this case, no commissions for subsequent tuition payments are payable.
- b. By the Agent, without cause, with thirty (30) days written notice to SD73. In this case, no commissions for subsequent tuition payments are payable.
- c. By SD73, without cause, with thirty (30) days written notice to the Agent. In this case, commissions for subsequent tuition payments remain payable.
- d. By the Agent, upon any breach of the terms of this Agreement by SD73 or for just cause, at any time. In this case, commissions for subsequent tuition payments remain payable and the Agent may pursue any other available remedies.
- e. By SD73, upon any breach of terms of this Agreement by the Agent or for just cause, at any time. In this case, no commissions for subsequent tuition payments are payable and SD73 may pursue any other remedy available.
- f. The Agent agrees that other than as set out herein there is no entitlement to any other notice, payment, or damages including severance pay from SD73 in the event this Agreement is terminated.

IN WITNESS WHERE OF the parties hereto have executed this agreement on the date set out above.

SIGNED ON BEHALF OF SCHOOL DISTRICT No. 73 (KAMLOOPS-THOMPSON)

\_\_\_\_\_  
Authorized Signatory

SIGNED ON BEHALF OF THE AGENT:

\_\_\_\_\_  
(insert Company / Country)

By:

\_\_\_\_\_  
Authorized Signatory

Name: \_\_\_\_\_

Title: \_\_\_\_\_



## APPENDIX A

### ADMISSION POLICIES

1. Students may commence full time studies in the ISP at the beginning of September and February.
2. Students may commence short-term studies any time during the academic year as mutually agreed (from September to June).
3. Students will be required to pay fees as per the fee structure provided at the time registration.
4. All applications to SD73 must be accompanied by a non-refundable \$25 registration fee. Unless otherwise agreed, any application not accompanied by this fee will not be processed.
5. Students will be assessed a mandatory, non-refundable \$700 (CAD) application fee upon submission of the application form. The application fee is to cover the administrative costs of processing the ISP Application and supporting documents. Upon receipt of the application form, supporting documents, and the application fee, the Letter of Offer and Notarized Affidavit of Custodianship will be sent to the agent/student. Along with the Letter of Offer, an invoice of the fees will be included. The invoice will include the following:
  - payment option timelines;
  - tuition fees for the duration of the program;
  - homestay fees of the duration of the program;
  - homestay management fee;
  - medical insurance;
  - custodianship fee;
  - activities fee.

Fees are due prior to the start of the program. Deadlines for payment are as follows:

- September start date: June 15
- February start date: December 15

Non payment of fees will result in the student not being permitted to attend classes. Payment must be made prior to the start for the school to avoid any effect on the student's studies. Please note that in the event that fees are not paid on time, late charge penalties will be applied.



6. ~~Payments may be made in the form of bank drafts, certified cheques, or wire transfers to SD73's bank account. Detailed information regarding this process is available on request and all bank drafts, cheques, and wire transfer charges are to be paid by the student or the Agent.~~

## 7. Refund Policy:

- a. Fees are paid for the duration of the program and therefore are non-refundable. SD73 resources are allocated on the basis of enrollment and therefore fees may only be refunded at the sole discretion of SD73.
- b. No refunds will be granted if the student is found to be in violation of the rules and regulations of the program and SD73 and is, as a result of this violation, removed from the program. Students will be sent home at the student's expense by the first available transport.
- c. No refund will be granted if it is found that the student obtained admission to SD73 International Student Program under false pretence or with forged documents. If the student's education needs are greater than disclosed on the application, the District reserves the right to charge for extra support if such support is available. Any inaccuracy in the application submission is grounds for the District to terminate the agreement and send the student home without refund at the parent's own expense.
- d. In the event that an international student applicant does not participate in the program, or withdraws early during their term(s) of study, fees are nonrefundable and cancellation fee of \$ 250.00 CAD will be charged.
- e. If an international student becomes a landed immigrant or permanent resident one month prior to the start of the school year or during the school year, fees are nonrefundable.
- f. In the event that an application for a study permit is denied, or a renewal for study is not approved by Canada Immigration, \$250.00 CAD cancellation fee will be charged and tuition ( or a portion) will be refunded, minus the application fees providing the school district is informed in writing no later than one month prior to the start of the school term. The program is considered to have started as of the first official day of semester - not the date the student arrives. In these cases, appropriate written documentation from Immigration Canada must be provided to the Program Administrator.
- g. The Kamloops-Thompson School District is not liable for losses/expenses that may occur as a result of the District not being able to provide education owing to labour disputes, inclement weather or causes beyond its control.



## APPENDIX B

### COMMISSIONS

1. A commission fee shall be paid by SD73 to the Agent for each successfully recruited student fulfilling the following requirements:
  - a. all application documents are completed in full;
  - b. the student is accepted into SD73 and pays the required tuition fees;
  - c. the student receives approval from Citizenship and Immigration Canada to visit Canada for educational purposes; and
  - d. the student arrives in Canada and commences his or her studies with SD73.
  - e. the agent invoices SD73 International Student Program for commission at least one month after the beginning of the school term or year. (Invoices received prior to May 1st of the calendar year cannot be accepted for payment.)
2. Subject to paragraph 25 of this Agreement, SD73 shall pay the Agent a commission for each successfully recruited student as follows:
  - a. 15 % of the tuition fees paid by the student for the first and second semesters of study; and
  - b. 10 % of the tuition fees paid by the student for any further semesters of study.
3. Commissions are based on present SD73 policy and the current tuition fee structure. SD73 reserves the right to change the tuition fee structure at its sole discretion and shall advise the Agent of any such changes. SD73 shall provide the Agent with net and gross transaction statements.

The Agent may deduct the commission fee from the student's tuition fee prior to delivering the remaining tuition fee to SD73. At their Discretion, SD73 reserves the right to alter this practice and advise the agent of these changes. If the Agent does not deduct the commission fee at source, the Agent shall deliver an invoice to SD73 no later than May 1st of the calendar year.

### END OF AGREEMENT



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301.1 International Education Manual  
**Activities Program Guidelines**

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The International Student Program offers an ongoing activities program with several activities every month to keep students connected and assist them in making friends while enjoying sports and cultural experiences. With a team approach, students are well oriented to become acquainted in their new setting. Students who engage fully in the activities program may receive credit for the BAA course, Welcome to Kamloops – Language Acquisition through Community and Physical Activity.

The Activities Teacher, under the direction of the District Principal – International Student Program, will be required to ensure that all consent forms and relevant documents are maintained in the International Student Program office and the program database prior to the activity.

All students must pay an activity fee as part of their International Student Program fees. In some cases, additional fees may apply.



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400.1 International Education Manual  
**International Student Program –  
School-based Guidelines**

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Schools receiving international students must meet the International Student Program requirements before accepting international students to their student body. These requirements include:

- Available space;
- Appropriate academic courses;
- Staff support for school counselling and English as a Second Language services;
- An international student program school contact.

Each school will establish a maximum number of international students in order to enhance the provision of basic services required. This number is to be communicated to the Assistant Superintendent or designate by March 15<sup>th</sup> to facilitate planning for student recruitment and placement for the following school year. The Assistant Superintendent will confirm these numbers and communicate them to the District Principal - International Student Program.

**Staff Support for School Counselling and English as a Second Language services must meet these standards:**

The recommended support will be reviewed by the District Principal – International Student Program based on support requirements for students.

**School Counselling** – Schools must provide academic and social/emotional counselling to international students as required. School allocated counselling time may be increased by discussion with the Assistant Superintendent by April 15<sup>th</sup> to accommodate ISP students.

**English as a Second Language (ELL) Support** – All schools with international students must provide ELL support for students based on their needs to become successful in their program.

For schools with less than 15 FTE, support may be provided on an individual basis to the student through a block of ELL if this support is required or this block may be provided with LART time. For schools with greater than 15 FTE, one block of ELL should be provided for each 15 FTE attending the school.



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500.1 International Education Manual  
**Marketing Program Guidelines**

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The District Principal is responsible to ensure that an appropriate international communication plan and marketing materials are available to draw International Student Program enrolment. This will be detailed in the International Education Annual Report.