



File JBG-R

### **ADMISSION OF FOREIGN (INTERNATIONAL) STUDENTS**

#### **Conditions**

1. Students must apply for admission by June 30<sup>th</sup> of the year they wish to attend.
2. The full year's tuition fee must be paid in advance. No refund of fees shall be made if a student discontinues classes, for any reason, during the school year.
3. The tuition fees to be charged will be determined upon application.
4. The form should be completed by the students or by their parents and, together with the full year's tuition fee, should be submitted to the Superintendent's Department. (JBG-E)
5. Acceptance of the applicant shall be subject to:
  - a) availability of space in Division schools;
  - b) verification of the applicant's command of the English language, sufficient to function successfully at the level of enrollment.
6. Principals shall be responsible for the appropriate grade placement of foreign students, and if in doubt, will consult with Manitoba Education.
7. Candidates' acceptance will be for a one year period only. Permission to continue attending Division schools will be granted annually, with application and fees for continuation to be received by June 30<sup>th</sup>.

#### **Admission requirements:**

1. A Canadian student visa (photocopy to be attached to application).
2. A transcript of the student's most recent marks, including a mark in English. An explanation of the grading system used on the report card should be provided (preferably with a conversion to a percentage).
3. A cheque for the foreign student fees must accompany the application when submitted, payable to the Portage la Prairie School Division.
4. All required information and fees are to be submitted to the Division prior to June 30<sup>th</sup> to:  
The Superintendent of Schools  
Portage la Prairie School Division  
535 3<sup>rd</sup> St. N.W.  
Portage la Prairie, MB  
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