

<p><b>Kelsey School Division</b> <b>Box 4700</b> <b>The Pas, MB R9A 1R4</b></p> <p><b>Phone: 623-6421</b></p>	<p><b>Code: JECB</b></p>
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### **ADMISSION OF NON-RESIDENT STUDENTS**

1. A 'Non-resident student', defined as any student who does not fall under the specifications of 'Resident Pupil', is determined by the Public Schools Act as follows:  
  
"Resident Pupil", as used to refer to or describe a student in a particular school Division or school District, means a student:
  - a. whose parent or legal guardian, with whom he resides, is a resident therein, or
  - b. who has attained the age of 18 years and is a Canadian citizen or landed immigrant resident therein, or
  - c. who, by reason of being dealt with under any provision of The Child and Family Services Act or the Young Offenders Act (Canada), becomes a resident therein, or
  - d. who is designated in writing by the Minister as a resident therein."
2. A registration form for a non-resident must be completed by the student's parent or legal guardian and submitted to the Superintendent for approval to attend schools within the Division. Approval will be given or withheld in accordance with the above definition.
3. The request must be accompanied by the first term fees, or a statement from the parent or guardian as to the method of payment. Fees for enrolment of non-residents are determined by the grant formula of the Division.
4. The process used by the Division to collect the required non-resident fees may include:
  - a. A telephone call from Division office, notifying the parents of the financial requirements for non-resident students.
  - b. A double registered letter will be sent from Division office to the parent/guardian if no payment is received or arrangements made after two (2) weeks following contact. This letter will inform the recipient of the financial requirements.
  - c. An attempt will be made to meet with the parent/guardian of the student if no payment is made after a further two (2) weeks.

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- d. If none of the above actions result in arrangements on the student's behalf by their parent/guardian, Child and Family Services will be notified. The parent/guardian will be informed of this action.
  - e. Subsequent to if the student's enrolment at school may be terminated if no payment is received or arrangements made after a further four (4) weeks since the involvement of Child and Family Services.
5. The student's attendance at school will not be affected until all possible measures on his/her behalf have been taken by the Division.