



ADMINISTRATIVE PROCEDURE 360

ORDINARILY RESIDENT STUDENTS

BACKGROUND

In accordance with the *School Act* Section 82 and Ministry of Education policy [Eligibility of Students for Operating Grant Funding](#), the District defines a student as ordinarily resident if the student is resident in the province of British Columbia and the parent of the student is ordinarily resident in British Columbia.

PROCEDURES

1. Principals must receive and maintain copies of documents that provide evidence of student age, residency and citizenship or immigration status, for the purposes of provincial education funding.
 - 1.1. Such evidence shall include a copy of the student's birth certificate.
2. Evidence of residency in the Province of British Columbia, and citizenship/immigration shall include documentation listed below.
 - 2.1. The principal must maintain evidence that the student and their parent have established a sufficient continuity of residence in the province of British Columbia (despite temporary absences) for a regular, habitual and settled mode of life in the community.
 - 2.2. Such evidence shall include at least two (2) of the following:
 - 2.2.1. BC driver's license, automobile registration;
 - 2.2.2. Legal documents indicating BC residency;
 - 2.2.3. Evidence of ownership or lease/rental of a dwelling; and,
 - 2.2.4. Evidence of employment with the community.
 - 2.3. Student may be temporarily absent from British Columbia yet still retain status as ordinarily resident if:
 - 2.3.1. A student's parents remain resident in British Columbia while the student is temporarily absent, as marked by clear documentary evidence that the student will be returning to the parental home at the end of this temporary absence;
 - 2.3.2. A student is an exchange student, an athlete competing at elite levels and/or a student involved in extended travel or self funded studies overseas but is ordinarily resident in British Columbia;
 - 2.3.3. A student is temporarily absent from the province with the parents, and there is clear documentary evidence that the family will be returning to BC; and,

- 2.3.4. A student is enrolled in continuing education and has their ordinarily resident status confirmed by producing any two (2) of the following documents:
- 2.3.4.1. BC Driver's License
 - 2.3.4.2. BC Services Card
 - 2.3.4.3. Permanent Resident Card
 - 2.3.4.4. Birth Certificate
 - 2.3.4.5. BC Identification Card
 - 2.3.4.6. Federal or Provincial Corrections Card
 - 2.3.4.7. Passport
 - 2.3.4.8. Ministry of Education and Child Care school transcript from previous year
 - 2.3.4.9. Photocopied ID verified and stamped from Income Assistance
 - 2.3.4.10. A dated letter (updated annually) from a Ministry authorized agency, verifying residency.
- 2.3.5. Continuing Education student can have their ordinarily resident status confirmed by producing a copy of a current status card.

3. Citizenship/Immigration Status

Status of Parent (student and parent in Canada)	Details	Documentation Required (in addition to student birth certificate)
Canadian citizen		
Permanent resident		Parent permanent resident documentation
Applied as permanent resident		Government of Canada documentation indicating no objection
Convention refugee		Government of Canada documentation
Refugee claimant		
Teacher exchange participant	Must be a one-for-one (1-for-1) reciprocal exchange	Details of exchange
Diplomat		Passport, with appropriate documentation
Status of Parent (student and parent in Canada)	Details	Documentation Required (in addition to student birth certificate)
Work permit	Is authorized to work for a period of one (1) year or more and is or will be employed for at	Work permit, including documentation confirming the length of the work period and

	least twenty (20) hours per week	the amount of time worked
Study permit	Is authorized to study for a period of one (1) year or more and is enrolled in a degree or diploma program at a post-secondary institution	Study permit, including documentation confirming length of study period and the post-secondary institution and program
Status of Student (Parent not in Canada)	Details	Documentation required in addition to student birth certificate or passport
Student exchange	Must be a one-for-one (1-for-1) reciprocal exchange	Details of exchange, including outgoing student information
Refugee claimant		Government of Canada documentation

References: Board Policy 360; School Act, ss, 3, 4, 7, 20, 22, 23, 65, 74.1, 75, 75.1, 82, 85; Ministry of Education, [Eligibility of Students for Operating Grant Funding](#); [Students from Refugee Backgrounds: A Guide for Teachers and Schools](#)

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