

School District No. 63 (Saanich)

**Policy Name:** Residency Entitlement to a Tuition Free  
Public Education Program

**No:** 4020

**Preamble**

The status of a parent or legal guardian must be evaluated prior to applying this resident review. Parents or legal guardians who have a status of Canadian Citizen, landed immigrant, convention refugee, refugee claimant, protected person, applied for landed immigrant status, admitted under a K-12 teacher exchange, diplomat, Minister's permit, work permit or study permit are considered eligible for provincial funding.

The reporting of students for funding from the Provincial Government requires consistent procedures to determine that the student is ordinarily resident in the school district. This policy sets out the guidelines to determine that the student is ordinarily resident.

**Policy Statement**

All persons of school age (as defined in the School Act) who are resident within the boundaries of the school district, and whose guardian(s) are ordinarily resident in British Columbia, are entitled to enroll in an educational program provided by the Board. Such students will be provided free of charge with the services and materials set out in section 82(1) of the Act. This policy outlines the criteria for guardianship and residency.

**Statutory Reference:**

"School Age" is defined in the School Act as a person who has or will have attained the age of five (5) years on or before December 31 of that school year and who has not attained the age of nineteen (19) years before July 1 in the year of application.

**Contractual Reference:**

**Policy Reference:**

Policy 4000 (Student Enrolment and Choice)

**Date of Initial Board Approval:**

**Amendments:**

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**Guiding Principles**

1. The Board will determine a student is ordinarily resident if both student and parent (or legal guardian) have a permanent place of residence and an ongoing physical presence in the district.
2. The place of residence for the student shall be determined by the place where the parent/guardian is ordinarily resident unless there is satisfactory evidence that the student's ordinary residence is different.
3. A legal guardian is the parent(s) or a person appointed by a Canadian court order and a letter from the parent is not sufficient to designate a person as a legal guardian.
4. For the purposes of delivering distributed learning services, a student is resident in the province of British Columbia if the student is ordinarily resident in the province and the guardian of the student is ordinarily resident in British Columbia.
5. A student may be temporarily absent from the residence of the parent/guardian but there must be clear documentation that the student will be returning to the parental home at the end of the absence. Students on exchange, athletes competing at elite levels and students involved in extended travel may be considered ordinarily resident.
6. The Board will use Ministry of Education criteria in determining residency.

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**Administrative Procedures**

1. Registration for students new to the school district in elementary and middle grades will occur at the board office.
2. Registration for students new to the school district in secondary grades will occur at the school.
3. Proof of residency of the student new to the district and/or his/her legal guardian(s) will be required by the district staff or principal/vice-principal at time of registration.
4. Proof of residency for a home owner will be one of the following documents:
  - a. Recent property tax statement
  - b. Purchase agreement for the purchase of a new home
  - c. A utility statement outlining the owner's name and address
5. Proof of residency for a renter will be one of the following documents:
  - a. Formal rental or lease agreement
  - b. A utility statement outlining the renter name and address
6. For Canadian immigrants, confirmation of landed immigrant status is required for both the parent and student.
7. For guardianship, a court order is required.
8. For parent(s)/guardians on an employment or study visa or a student on a student visa, a copy of the visa will be required as well as proof of residency.
9. Policy 4000 will apply for determination of school catchment.
10. Information on visiting students should be forwarded to the Superintendent of Schools for approval.
11. In all cases residency and eligibility determination will be made in reference to Ministry of Education criteria.