

SCHOOL DISTRICT NO. 53 (OKANAGAN SIMILKAMEEN)

POLICY

No. F-13

Adopted: October 24, 2012

Amended: August 15, 2014

Reviewed: February 12, 2020

Reviewed: April 8, 2025

ORDINARILY RESIDENT

Preamble: For the purposes of delivering Distributed Learning services, and in accordance with the *School Act* and the Ministry of Education policy document, "*K-12 Funding*", the Board of Education defines students as ordinarily resident if a student is resident in the province of British Columbia and the parent or guardian of the student is ordinarily resident in British Columbia.

Policy: Notwithstanding the definition offered above, students may be temporarily absent from British Columbia, yet still retain status as ordinarily resident as follows:

1. The parent or guardian remains resident in British Columbia while the student is temporarily absent. This temporary absence is marked by clear documentation that the student will be returning to the parental home at the end of this temporary absence. Some exchange students, athletes competing at elite levels, and students involved in extended or international travel could be considered ordinarily resident in British Columbia.
2. If the student is temporarily absent from the province with the parent or guardian, they may be considered ordinarily resident in British Columbia if there is clear evidence that the family will be returning to British Columbia. This evidence might be a letter from an employer indicating the commencement or termination of contract work, or any other documentation deemed sufficient by the Superintendent or designate.

An International Student who is regarded as "ordinarily resident" for funding purposes as defined by the Ministry of Education's Policy Document *International Students* is considered ordinarily resident for the purposes of receiving distributed learning services.

SCHOOL DISTRICT NO. 53 (Okanagan Similkameen)

REGULATIONS

No. F-13

Adopted: December 4, 2023

Revision: April 22, 2025

ORDINARILY RESIDENT

Resident: As defined in the *School Act*, the student is ordinarily resident in the school district when the student regularly and customarily lives in the school district and considers that locally as their home and the parent/guardian of the student is ordinarily resident in British Columbia in the meaning set out in the *School Act* defining the residency of the student.

Required Documentation:

- Canadian Birth Certificate, Canadian Passport, Canadian Citizenship, BC Services Card (photo version), Nexus Card
- Proof of Residency of a parent/ guardian of student under 19 years of age. Two of the following with the school/district reserving the right to ask for more if circumstances call for it:
 - BC driver's license
 - BC Services Card (photo version)
 - Mortgage statement
 - Property tax assessment
 - Municipal tax bill
 - Utility/phone bill
 - Tenancy/Long-term lease agreement
 - Credit card statement
 - Notary authorized letter
- Students who are over 19 years of age can provide their own proof of residency from the list above.

Permanent Resident: A permanent resident is someone who has been issued permanent resident status and is not a Canadian Citizen.

Required Documentation:

- Child's birth certificate
- Permanent resident card

- Copies of passports (parents/child)
- Proof of residency of parent for student under 19 years of age. Two of the following with the school/district reserving the right to ask for more if circumstances call for it:
 - BC driver's license
 - BC Services Card (photo version)
 - Mortgage statement
 - Property tax assessment
 - Municipal tax bill
 - Utility/phone bill
 - Tenancy/Long-term lease agreement
 - Credit card statement
 - Notary authorized letter
- Students who are over 19 years of age can provide their own proof of residency from the list above.

Temporary Resident – Work Permit: In order to work in Canada on a temporary basis, most foreign workers require a work permit. In order for a student to be fundable, at least one of their parents must hold a work permit that is valid for a minimum of 1 year and be able to provide the documents below.

Required Documentation:

- Child's birth certificate
- Work permit documentation
- Copies of passports (parents/child)
- Proof of residency of parent for student under 19 years of age. Two of the following with the school/district reserving the right to ask for more if circumstances call for it:
 - BC driver's license
 - BC Services Card (photo version)
 - Mortgage statement
 - Property tax assessment
 - Municipal tax bill
 - Utility/phone bill
 - Tenancy/Long-term lease agreement
 - Credit card statement
 - Notary authorized letter

Temporary Resident – Study Permit: In order to study in Canada, a Canadian study permit must be obtained, which serves as a Canadian student visa. In order for a student to be fundable, the parent with a study permit must meet the following requirements and provide the documents listed below.

Required Documentation:

- Diploma Program 2 years+ qualifies only in a public institution – but not in a private institution
- Masters 2 years+ qualifies only in a public institution
- Copies of passports (parents/child)
- Degree Program qualifies (minimum 2 years in a public institution). If in a private institution – must be 4+ years
- Certificate Program does not qualify

Refugee: Includes refugee claimants with an acknowledgement letter from the Immigration and Refugee Board or a Convention Refugee and can present a letter from Citizenship and Immigration Canada confirming this.

Required Documentation:

- Child's birth certificate
- Refugee documentation
- Copies of passports (parents/child)
- Proof of residency of parent for student under 19 years of age. Two of the following with the school/district reserving the right to ask for more if circumstances call for it:
 - BC driver's license
 - BC Services Card (photo version)
 - Mortgage statement
 - Property tax assessment
 - Municipal tax bill
 - Utility/phone bill
 - Tenancy/Long-term lease agreement
 - Credit card statement
 - Notary authorized letter

Guardianship: The person claiming to be the guardian of a student shall have legally established guardianship under a British Columbia court order as defined in the *Family Relations Act*. Unless a British Columbia court makes an order to the contrary, only the parents of a child have legal guardianship.

Required Documentation:

- An original and complete order from the BC Supreme Court or the BC Provincial Court must be presented to the school to confirm any particular guardianship, parental responsibilities, parenting time or custody agreement pertaining to the child

- If there is a court order issued outside of the province of British Columbia, provide an original and complete document from the issuing jurisdiction for review by district/school administration.
- Guardian and Custody agreements are not legally related to custodianship. The District reserves the right to request additional documentation as necessary.

School Secretaries who work in MyEducationBC, check the box that verifies that they have seen evidence of proof of residency, as well as doing the same on student registration forms.