

## ADMINISTRATIVE PROCEDURE

Students

Admission of International Students

STU #05

Revised: January 2026

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### Background

Christ The Redeemer Catholic School Division (CTR Catholic) enables education of international students in alignment with Alberta Education and Childcare's requirements and funding parameters. Like all students enrolled in CTR Catholic, international students are supported with faith-filled learning environments that provide academic excellence in healthy school environments.

In this procedure, "international student" means a student who does not meet the conditions of Sections 3(1) and 3(2) of the Education Act.

### Procedures

1. Admission of international students shall be with the approval of the Superintendent or the Associate Superintendent of Corporate Services in consultation with the school principal.
2. The principal, upon receiving a request to admit an international student, shall determine: the availability of student placement spaces; appropriate instructional and learning programs; and the suitability of the placement for both the international student and of the school community.
3. Applicants must have met all requirements pertaining to international students studying in Canada stipulated by Immigration, Refugees and Citizenship Canada. School principals are to make themselves fully familiar with these requirements. They can be accessed at:  
<http://www.cic.gc.ca/english/study/index.asp>.
4. Prior to admission, the principal shall review the student's passport and all relevant documents stipulated by Immigration, Refugees and Citizenship Canada to ensure all is in order.
5. School principals are to obtain copies of all relevant Immigration, Refugees and Citizenship Canada documents from the student and maintain current documents on file.
6. Tuition fees shall be established annually in May by the Associate Superintendent of Corporate Services in consultation with the Superintendent and will be in accordance with Alberta Education and Childcare and based on the category of the international student.
7. Tuition fees must be received by the division prior to admission and shall form part of the school's site-based budget.
8. In addition to tuition fees, international students shall also be responsible for the payment of regular school fees (e.g. fees associated with specialized programs, athletics, graduation, field trips, yearbooks, etc.).
9. There will be no appeal of admission status or tuition fees by applicants under this procedure. The decision of the Superintendent or Associate Superintendent of Corporate Services shall be final.