

**Subject:** Tuition Fee to Attend New Brunswick Public School  
**Effective:** July 1, 1992  
**Revised:** October 1994; July 1, 2001

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**1.0 PURPOSE**

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This policy replaces former policies 116 – Tuition Fees - Out of Province Students and 118 – Exchange Students.

This policy identifies those students who are entitled to receive free school privileges in the public school system in the province of New Brunswick, and identifies those students who are required to pay a tuition fee.

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**2.0 APPLICATION**

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This policy applies to all New Brunswick school districts.

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**3.0 DEFINITIONS**

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**Exchange student** means a person, who is a participant in an educational exchange program under which a New Brunswick student attends a school outside of New Brunswick without a fee.

**International student** means a person, who enters the Province from outside Canada, on a visa with Student Authorization or from the State of Maine, for the purpose of attending school in New Brunswick.

**Out-of-province student** means a person, who is a resident of another Canadian province and who enters New Brunswick for the purpose of attending public school.

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**4.0 LEGAL AUTHORITY**

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[Education Act](#) Section 8 – School Privileges

[School Administration Regulation](#) Section 12 – Persons permitted to receive free school privileges

Section 13 – International Pupils

[Financial Administration Act](#) – Section 23

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**5.0 GOALS / PRINCIPLES**

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- To offer free school privileges to a school aged-person, who has not graduated from high school and is a resident of New Brunswick, and permit a group of other students the same privileges.
- To charge international students an appropriate tuition fee based on a fair standard.
- To enable the exchange of learning opportunities between Canadian provinces and internationally.

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**6.0 REQUIREMENTS / STANDARDS**

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All requests for information or applications to attend a New Brunswick public school from international students, out-of-province students, or exchange students are to be forwarded to the superintendent of the school district for consideration, accompanied by appropriate documentation.

**6.1 Students Who Are Not To Be Charged a Tuition Fee**

**6.1.1 Those Entitled to Receive Free School Privileges, Under the *Education Act***

Under the provisions of the [Education Act](#), every school-aged person, who has not graduated from high school and who is a resident of the Province, is entitled to attend public school without paying a tuition fee.

**6.1.2 Those Admitted Based On The Discretion of the Superintendent**

In accordance with section 12(1) of [School Administration Regulation](#), some additional persons may be permitted to attend public school in New Brunswick. If they are admitted, they are not to be charged a tuition fee. They include a person of school age who is:

- a permanent resident of New Brunswick, who has graduated from high school and is returning to take some classes;
- an out-of-province student;
- a child of a person who is lawfully admitted to Canada on a visa with Student Authorization or on a visa with Employment Authorization in New Brunswick;
- a person claiming refugee status; or
- a child of a person claiming refugee status.

### 6.1.3 Exchange Students

- 6.1.3.1 All exchanges must be on a one-for-one basis in the same year and for the same length of time and that the Department of Education be provided with an advanced listing of inbound and outbound students together with the names and addresses.
- 6.1.3.2 Tuition fees shall not be charged to an international student or an out-of-province student who is a participant in an exchange program under which a New Brunswick student attends a school outside of New Brunswick without a fee.

## 6.2 Students Who Are To Be Charged A Tuition Fee

### 6.2.1 International Students

International students are required to pay a tuition fee in order to attend a New Brunswick public school.

#### 6.2.1.1 Amount Of Tuition To Be Charged

In accordance with [School Administration Regulation](#) under the [Education Act](#), a school district shall charge a tuition fee in the amount of which will be determined annually by the Department of Education.

School districts will be notified by the Department of Education regarding tuition fees for the coming year by May 30 of the preceding year.

Upon admission to a New Brunswick public school, an international student will be asked to indicate the duration of time he/she will attend. An international student attending a public school in New Brunswick for more than a half year (semester) shall be charged an annual tuition fee. An international student attending a public school in New Brunswick for less than a half year (semester) shall be charged a tuition fee equivalent to one semester.

Once the tuition fee has been paid and the international student has attended a public school in New Brunswick, the tuition fee shall not be reimbursed.

#### 6.2.1.2 Handling Of Tuition Fees

For the deposit and recording of tuition fees, school districts are to follow [Policy 101](#) section 6.2.1.1 on banking arrangements and section 6.5.5 regarding the retention of revenues for self-sustaining funds.

As outlined in [Policy 101](#), money received as tuition fees by a school district must be remitted to the Department of Education for deposit in the Consolidated Revenue of the Province in accordance with Section 23 of the *Financial Administration Act*. However, school districts will retain the revenue from tuition fees by crediting the International Students Tuition Fund.

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**7.0 GUIDELINES / RECOMMENDATIONS**

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The decision to allow an international or out-of-province student to be admitted to a public school in New Brunswick is made by the superintendent. That decision should consider whether the student can be accommodated within existing facilities and staff.

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**8.0 DISTRICT EDUCATION COUNCIL POLICYMAKING**

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Schools and school districts may develop policies and procedures that identify and set out admission criteria.

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**9.0 REFERENCES**

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[Policy 101](#) – Financial Responsibilities of School Districts

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**10.0 CONTACTS FOR MORE INFORMATION**

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For information regarding:

**This policy** – contact the Department of Education – Policy and Planning Branch (506) 453-3090;

**Policies respecting post-secondary students** – contact New Brunswick Universities and Community Colleges;

**Immigration** – contact the federal department of [Citizenship and Immigration Canada](#).

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