

Admission of Unfunded Students



July 2026

Background

In serving the whole community, the Division may make instruction at the Kindergarten to Grade 12 level available to unfunded students, exclusive of Outreach school(s).

Definitions

An unfunded student is one who is not included in the funding categories (e.g. adults, non-resident exchange students or foreign students).

Students in Grade 10-12 who are less than 20 years of age as of September 1 will be counted toward the AEM enrollment calculation for High School Base Instruction Grant.

An unfunded visiting foreign student is one who is in Alberta on a Student Authorization or Visa—but is not on an exchange program where a resident student is being replaced on a one-on-one basis.

Procedures

1. Admission of an unfunded student to an education program in a Prairie Land Public School Division school will only be considered if an appropriate course or program is already available. Courses or programs will not be added or developed for unfunded students.
2. Prospective unfunded students must make an application to the Principal of the school they wish to attend.
3. Admission of an unfunded student to a course or program will be conditional on space being available in the course.
4. Once the Principal admits an unfunded student to a Prairie Land Public School Division school, they must notify the Superintendent and the Secretary-Treasurer of their decision to admit that student.
5. Unfunded students will be charged a tuition fee, payable to Prairie Land Public School Division. This fee will be approved by the Board and attached to AP 606 Instructional Resource Fees, as Form 606-1.
6. Unfunded students may only participate in the school's extra-curricular program at the discretion of the Principal.
7. Unfunded students must agree to conduct themselves in a manner congruent with the rules of the school and the Procedures of the Division. Any exemptions from school rules must be mutually agreed upon by the Principal and the unfunded student.

8. In the event that the application for admission is refused, the applicant will have the right to appeal the Principal's decision to the Superintendent.
9. The unfunded student fee must be paid, or arrangements for payment made with the Principal before the unfunded student will be allowed to attend classes.

Reference: Sections 3, 4, 13, 52 and 53 *Education Act*

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