



## **Do You Have a Work/Study Permit and Qualify for Funded Education?**

Welcome and thank you for choosing Langley! It's our goal to review documents and waive international student fees as soon as possible. Our department is open 12 months of the year, once the fees are waived, families can register throughout the school year.

Do you qualify for funded education as a parent on work/study permit?

- ✓ You must live in Langley.

If you hold a work permit:

- ✓ The work permit must be valid for a year or more.
- ✓ You must be employed for a minimum of 20 hours/week earning at least minimum wage.

If you hold a study permit:

- ✓ The study permit must be valid for a year or more.
- ✓ You must be studying in a degree or diploma granting program at a public post-secondary institution or studying in a degree granting program at a private post-secondary institution authorized by the BC Ministry of Advanced Education.

If you are unsure whether you meet the criteria above, please email [wpsp@sd35.bc.ca](mailto:wpsp@sd35.bc.ca).

## **Application Process**

1. If you meet the criteria above and you wish to apply for funded education, please email a PDF of all required documents listed below to [wpsp@sd35.bc.ca](mailto:wpsp@sd35.bc.ca)
2. Once we confirm all required documents are submitted, we will email you to book an appointment to verify all family members passports in person at the School Board Office (4875 222 Street)
3. Our office will review your file
4. If approved, our office emails a letter confirming the fees are waived
5. When you receive the letter, make an appointment at the catchment school to register
6. Returning families are notified annually to submit documents for review and approval to waive fees before the next school year.

## **Applications for Current School Year**

Once all documents are received and approved, you will receive a letter by email to take to your catchment school, if there is space for your child(ren) they will register them. If there is no space, they will find a school with space for your child(ren). Your approval will be valid until June 30<sup>th</sup> of the current school year.

## **Required Documents Checklist**

- Passports (parents and school aged children)
- If parents live separately, court order or notarized written agreement from the absent parent granting care to the accompanying parent.

If you are here on a **work permit** these are the required documents:

- Work permit (Maintained status letters will not be accepted)
- Labour Market Impact Assessment (LMIA)
- Current verification letter of employment on company letterhead.

*We may also ask for extra documents to support proof of employment.*

If you are here on a **study permit** these are the required documents:

- Study permit
- Letter of Acceptance from the Institution, and
- Timetable of Courses, and
- Receipt of tuition payment on Institution letterhead

These are the required documents for **proof of residence** (one of the following):

- Subject-free property purchase agreement showing name and address (with move in date within 6 months)
- Municipal Tax Bill
- Mortgage statement
- Utility bill dated within the last 3 months (electricity, gas, internet, cable TV, landline)
- BC Services card
- BC Driver's Licence or Enhanced BC Driver's Licence.

*Please note that if your BC Driver's Licence is an interim license or has a sticker on, we will ask for further documents to prove residency.*

And: Second required proof of residence document (one of the following):

- Bank statement or credit card statement address portion
- Government correspondence
- Vehicle registration

***Please note that rental agreements and cell phone bills are NOT accepted.***

## **Current International Students**

If your children are currently studying in Langley as international students, they will be placed in their catchment school and will not be allowed to continue at their current school unless their current school is their catchment school. Catchment schools can be found on the school district website - [www.sd35.bc.ca](http://www.sd35.bc.ca) Refunds, if applicable, are issued by the International Student Program.

*If you have any questions, please contact [wpsp@sd35.bc.ca](mailto:wpsp@sd35.bc.ca)*