



## DOCUMENTATION REQUIRED FOR REGISTRATION OF ALL SCHOOL AGE STUDENTS SCHOOL FUNDING ELIGIBILITY CHECKLIST

In accordance with the School Act Section 82, Ministry of Education policy, and the school district APs 300 and 302, a student is eligible for a provincially funded education if the Custodial Parent(s) or Legal Guardian(s) meet residency requirements. Students who are ordinarily resident in BC and whose Custodial Parent or Legal Guardian is ordinarily resident in BC, and are enrolled in a program in School District No. 43 (Coquitlam) are eligible for Ministry funding. Please review original documents, check the appropriate boxes of the checklist, have it verified and signed by the Principal or designate, and keep a copy in the student's G4 file.

Note: Work or Study Permit documentation must be verified by the appropriate district designate and submitted on a yearly basis prior to the child/student starting school. For more information, contact Coquitlam School District International Education at [iefunded@sd43.bc.ca](mailto:iefunded@sd43.bc.ca), phone 604-936-5769 or visit 1100 Winslow Ave., Coquitlam.

**STATUS IN CANADA** required for **Custodial Parent or Legal Guardian** (as defined in section 1 of the School Act) and **Child**:

**Custodial Parent or Legal Guardian:**

**One** of:

- |                                                                   |                                                                                                                      |
|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Canadian birth certificate               | <input type="checkbox"/> Confirmation of Landed Immigrant <b>or</b> Permanent Resident status <b>and</b> passport    |
| <input type="checkbox"/> Canadian passport                        | <input type="checkbox"/> Certificate of Indian Status issued by Indigenous and Northern Affairs Canada               |
| <input type="checkbox"/> Canadian Citizenship card                | <input type="checkbox"/> Nexus Card with citizenship listed as Canadian                                              |
| <input type="checkbox"/> Permanent Resident Card (front and back) | <input type="checkbox"/> Refugee Claimant <b>or</b> Refugee Status documentation (copy must be kept in student file) |

**Or One** of:

- Work Permit valid for a year or more **and** proof of lawful employment (minimum 20 hours per week) shown on 3 current paystubs **and** passport.
- Study Permit valid for a year or more **and** Letter of Acceptance **or** transcript showing enrolment in degree or diploma granting program at a public post-secondary institution **or** enrolment in degree granting program at a private post-secondary institution authorized by the BC Ministry of Advanced Education **and** statement of tuition paid **and** program schedule **and** passport. (Permit cannot be for high school upgrading or ESL unless required for acceptance into the aforementioned programs, for one year only, and the institution is BC-EQA.)
- Diplomatic status

**Child:**

**One** of:

- |                                                                                                                                                                    |                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Birth certificate (and study permit or visitor record <b>and</b> passport if parent is residing in BC with a work permit or study permit) | <input type="checkbox"/> Confirmation of Landed Immigrant or Permanent Resident status <b>and</b> passport                                                                       |
| <input type="checkbox"/> Passport (and study permit or visitor record if passport is not Canadian)                                                                 | <input type="checkbox"/> Certificate of Indian Status issued by Indigenous and Northern Affairs Canada                                                                           |
| <input type="checkbox"/> Canadian Citizenship card                                                                                                                 | <input type="checkbox"/> Refugee Claimant <b>or</b> Refugee Status documentation – if child has own documents, parent documents not required (copy must be kept in student file) |
| <input type="checkbox"/> Permanent Resident Card (front and back) <b>and</b> passport                                                                              |                                                                                                                                                                                  |

**RESIDENCY** required of **Custodial Parent or Legal Guardian** - Custodial Parent or Legal Guardian must be ordinarily resident in British Columbia with a sufficient degree of continuity to ensure that there is a settled purpose other than to obtain free public education:

**One** of:

- |                                                                                        |                                                                                                                        |
|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Long-term tenancy agreement - showing name and address        | <input type="checkbox"/> Property tax statement - showing name and address                                             |
| <input type="checkbox"/> Property purchase agreement - showing name and address        | <input type="checkbox"/> Proof of employment within the community (for Canadian citizens and Permanent Residents only) |
| <input type="checkbox"/> Income tax statement - showing name and province of residency |                                                                                                                        |

**And Two** of:

- |                                                                                     |                                                                                          |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Utility bill                                               | <input type="checkbox"/> Canadian bank account statement - showing name and address      |
| <input type="checkbox"/> BC Driver's Licence <b>or</b> Enhanced BC Driver's Licence | <input type="checkbox"/> Canadian credit card statement - showing name and address       |
| <input type="checkbox"/> BC ID                                                      | <input type="checkbox"/> Proof of current school year membership in a local organization |
| <input type="checkbox"/> BC vehicle registration                                    |                                                                                          |

**\*GUARDIANSHIP** required of **Custodial Parent or Legal Guardian**:

**One** of:

- |                                                                                                                                                               |                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Birth Certificate - parents are named                                                                                                | <input type="checkbox"/> If not the parent, the legal guardianship must be <u>by will</u> in accordance with the Wills Act or <u>court order</u> in accordance with the Family Law Act in British Columbia |
| <input type="checkbox"/> Income tax statement - children are declared                                                                                         |                                                                                                                                                                                                            |
| <input type="checkbox"/> Parent's Confirmation of Permanent Residency or Record of Landing or valid Immigration Canada documents - children named on document |                                                                                                                                                                                                            |
| <input type="checkbox"/> If parents live separately, court order or written agreement granting care to accompanying parent                                    | <input type="checkbox"/> Child in Care documentation                                                                                                                                                       |

**Please note:** Information submitted or provided in accordance with the foregoing is subject to confirmation and/or corroboration by the Principal or designate, and an applicant for funding eligibility may be required to provide information or documentation not specified in the foregoing to confirm funding eligibility of the Principal or designate. Such additional information or documentation may be required to establish satisfactory proof of the lawful authority of the status of the Custodial Parent or Legal Guardian as an employee or a student authorized to work or study in Canada. A failure to provide such additional information may render an applicant ineligible for funding.

**Declaration of Registration Documentation** - The above documents have been verified by the Principal or designate:

Signature of Principal or Designate \_\_\_\_\_

Date \_\_\_\_\_