



201.2AP Admission of Reciprocal Exchange Students

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APPROVED:	2020.05.13 (2016.06.15) (2012.01.18) (1997.04.06)
AMENDED:	2020.05.04 (2016.06.13)
REVIEWED:	2020.01.07 (2016.06.13) (2016.06.13)

CROSS REFERENCE:

- [Alberta Education's Exchange Programs](#)
 - [Liaison Teachers](#)
 - [Reciprocal Student Exchange Approval Form Instructions](#)
 - [Reciprocal Student Exchange Approval Form](#)
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DEFINITION:

A “reciprocal exchange” means two students, a BTPS student and an out of province/out of country partner student, who either switch places and study at one another’s schools or study together in a BTPS school and then in the exchange school for equal periods of time within two adjacent school years.

PROCEDURES:

1. Reciprocal exchange program students from elsewhere in Canada or from abroad shall be admitted to the participating BTPS school(s) without tuition charges when there are appropriate programs available, and there is room in the programs.
2. The reciprocal exchange program requires the approval of the Superintendent of Schools in consultation with the school principal.
3. The liaison teacher is responsible for submitting the completed application to the International Education Exchange Program office by the deadline for Students who are participating in an Alberta Education Exchange.
4. Students who are participating in an reciprocal exchange that is one school year in length (not an Alberta Education exchange program), must complete a Reciprocal Student Exchange Approval Form.

5. Students who are participating in a reciprocal exchange that is less than one school year in length, (not an Alberta Education exchange program) must submit the private organization or friend/family exchange agreement to the school.
6. Enrollment and funding guidelines for reciprocal exchange students are available in the SIS Software under BTPS Procedures.