

## **Proof of Residency**

Schools that register a student must obtain sufficient documentation to support that the student and parent or guardian are 'ordinarily resident' in British Columbia. The parent or guardian of the student must produce sufficient evidence to meet the criteria of 'ordinarily resident'. If the parent or guardian of the student is unable to produce sufficient evidence to satisfy the school principal that the parent or guardian and student are ordinarily resident, then the student should not be registered in the school.

Acceptable documentation for proof of being 'ordinarily resident':

- BCMSP (BC CARE card) coverage and one item from the list of supporting documentation that follows; or,
- Proof of application for BCMSP (BC CARE card) and three items from the list of supporting documentation that follows (the registration will not be complete until BCMSP (BC CARE card) coverage is confirmed).

Supporting documentation for proof of being 'ordinarily resident':

- Ownership of a dwelling or long-term lease or rental of a dwelling;
- Document indicating British Columbia residence (i.e. utility bill);
- Provincial registration of an automobile;
- Provincial Driver's Licence; or,
- A current income tax return filed as a BC resident.
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Alternative documentation should the parent or guardian not be able to provide the above:

- Proof of employment in the community;
- Proof of ownership of a business in the community that requires the owner to be regularly present; or,
- Significant links to the community through family, religious organizations, recreational and social clubs.

Student files must contain reference to the documentation used to support proof of age and residency. The evidence retained must be available for the Ministry of Education auditors upon request.

A student and parent or guardian that are Canadian citizens and are not ordinarily resident in BC, or are new immigrants or are not otherwise eligible for funding from the Ministry of Education, must be directed to the district administration office for assistance in registering in school.