

Funded Students & Enrolment Count Deadline

There are several criteria that a student must meet in order to be considered funded by Alberta Education and Childcare – these criteria include citizenship, residency and attendance.

Citizenship

A student must be legally entitled to attend school in Canada in order to be funded. The student must fall into one of the following citizenship categories:

- A Canadian citizen
- A permanent resident
- A child of an individual who is lawfully admitted to Canada as a temporary resident
 - Temporary residents can be in Canada under a work permit or a study permit
- A child of a parent admitted as a refugee

Each citizenship category has different documentation requirements. The parent or guardian's citizenship status and documentation is equally as important as the student's – both parent and student documentation must be provided before the student is enrolled and must be uploaded into the student's PASI file.

Residency

A student must be a resident of Alberta and must have a parent who ordinarily resides in Alberta on the September Count Date in order to be considered funded.

A student, living here without their parents in Alberta, but living with a family member who does not have legal guardianship is not considered a funded student and must pay the Division's tuition fee.

Documents that prove residency include current utility bills in the parent's name or a lease agreement.

Attendance

A student must be in physical attendance at your school on the September Count Date in order to be considered funded. The September Count Date is the date by which Alberta Education and Childcare determines all funding eligibility. The Count Date is typically the last school day before September 30.

If a student is enrolled at your school but has not attended a single day in the month of September, you must unenroll them before the Count Date. This is important for all grades, but it is extremely important for high school students. Alberta Education and Childcare has begun an increased level of monitoring for high school student count date attendance in our yearly enrollment audit.

There are only two situations in which a student can be considered funded if they are not in attendance at your school on the September Count Date:

A **school authority** may count a **student** who was not physically in attendance on the **September count date** if the **student** was enrolled and in attendance either in the month of September of the current **school year** or in the last week of June of the previous **school year** and:

- a. who returned to **school** within 17 calendar days of the **September count date**; or
- b. who was referred to the Attendance **Board** (with a letter on file);
- c. unless #8 in this section applies.

OR

A **child/student** who was not physically in attendance in any **school authority** on the **September count date** but was in attendance in a **school authority** prior to the **September count date**, and then changed to a different **school authority**, may be claimed by the receiving **school authority** if the **child/student** was enrolled and in attendance within five calendar days of the **September count date**.