

Application Checklist for Establishing an Independent School 2024-25 School Year

Please Note:

This document is intended to prepare independent school authorities for an interview with Ministry of Education and Child Care representatives. The interview comprises Step 3 of the application process to establish an independent school seeking to start operation in September 2024.

All materials in preparation for the interview must be submitted by November 15 -- earlier submission is welcomed.

Applicants are required to have scheduled and completed the interview by March 15 -- earlier completion is welcomed.

See also:

- [Establishing an Independent School Policy](#)
- [Infographic: Opening an Independent School in British Columbia](#)

Instructions

- Required materials must be submitted as a single package to the Ministry of Education and Childcare no later than November 15, earlier submission is welcome
- Attach all required materials and submit to the Ministry at:
EDUC.IndependentSchoolsOffice@gov.bc.ca
- Title the one email submission: "New School Application - Interview Package -- PROPOSED NAME OF SCHOOL"

Collection Notice:

This information is collected by the Ministry of Education of Education and Child Care under Section 26 (c) of the *Freedom of Information and Protection of Privacy Act* and will be used to evaluate your application to establish an independent school. If you have any questions about this form, the collection of personal information, or the application process, please email:

EDUC.IndependentSchoolsOffice@gov.bc.ca



Checklist

Required materials for the Application include:

- A. Fully completed [Application for Interim Certification](#) for discussion at the interview
- B. Additional Materials
 - i. Complete School Policy/Procedures Manual as set out in the [Application for Interim Certification](#). This manual describes procedures and protocols for a wide-range of school related policies. For information on specific policies please visit [Independent School: Create School Specific Policies](#). Policy manual must be a single PDF document with a table of contents showing individual policies.
 - ii. A Business Plan, including:
 - a) Background and School Plan
 - b) Business Case Analysis and Financial Considerations with
 - Human Resources Plan (including ensuring adequate supply of BC certified teachers in the short and long term for Group 2 or 4 applicants)
 - Marketing and Student Recruitment Plan
 - Financial information
 - [Part A: Student/Staff recruitment information](#)
 - [Part B: Proforma Financial Information](#)
 - i. School authorities seeking Group 4 certification must provide:
 - written confirmation from a financial institution or surety provider of their eligibility to obtain a bond in the form of an irrevocable letter of credit or surety bond in the amount of \$100,000, consistent with requirements of the [Independent School Regulation](#).
 - Completed draft of a school Fee and Tuition Refund Policy for Ministry review and approval. This policy is required in the event the school fails to obtain or maintain Group 4 Certificate of Classification in the first year of operation.
 - Contact information (name, postal address, phone number and email address) for two business references for each director listed on the prospective school's incorporation documents.

Note: employees, educational consultants, and co-directors are excluded from providing these references. The same person may not act as a reference for more than one director. References will only be contacted for school authority directors whose application is proceeding to Step 4.

