

Burnaby International Student Program

Custodian & Parent Expectations

(Updated: July 3, 2025)

As per Immigration, Refugees and Citizenship Canada (IRCC), a custodian must be a Canadian citizen or permanent resident who resides within a reasonable distance of the student's home and school. The custodian is authorized by the student's parents or legal guardians to provide care and support in their place and must be available in case of emergency.

The following expectations apply to both custodians and parents residing in Burnaby with their child who have not appointed a custodian.

General Responsibilities

- Be 25+ years old and a Canadian Citizen or Permanent Resident.
- Act as the official contact for the school and International Education Department (IED).
- Notify the school and IED of any changes to your contact or the student's contact information.
- Provide the school with an additional emergency contact.
- Report student absences and provide authorization when required.
- Attend school or IED meetings and appointments as needed.
- Inform overseas parent or representative of any academic, behavioural, or emotional concerns.
- Assist with the student's program renewal process, if extending enrollment.
- Ensure the student's Study Permit is valid and renewed in a timely manner.
- Keep a copy of the student's medical insurance, help access care, and assist with claims.
- Respond to and attend medical or emergency situations.
- For new students, provide orientation support (e.g. community introduction, orientation schedule, school directions, emergency contacts).
- Ensure school materials (textbooks, instruments, etc.) are returned at the end of each term.
- Be familiar with the International Student Program Code of Conduct and encourage student compliance.

Travel & Vehicle Restrictions

- Do not allow travel outside Metro Vancouver without appropriate adult supervision. Scrutinize non-Burnaby tours carefully (see studyinburnaby.ca).
- Do not permit students not residing with a parent to drive a vehicle while enrolled in the program.

Additional Expectations for Custodians Not Residing with the Student

- Review the BC Ministry of Education Homestay Guidelines.
- Ensure the homestay is appropriate and supervised by an adult 25+ years old.
- Maintain regular contact with the homestay provider.
- Inform the school of any changes to homestay contact information.

When You Are Away

If a custodian or parent is away from the province, they must:

- Submit the Parent/Custodian Absence Form (see studyinburnaby.ca).
- Designate a temporary adult supervisor for the student.
- Submit new custodian documents for extended absences or risk student withdrawal.

Key Contacts

Every secondary school has an International Student Assistant (ISA). Custodians/parents must know their ISA's name and contact details.

Changing Custodians

Custodian changes are not recognized until:

- New notarized documents from both the parent and new custodian are submitted to IED.
- A meeting occurs between the new custodian and the school's ISA.