

## **POLICY 200.14- SINGLE STUDENT PROCEDURE FOR REQUESTING DL COURSES**

School District 73 Business Company (SD73BC) policy for requesting distributed learning courses is based students receiving permission by their BC home school and the BC Ministry Education. The procedure for requesting distributed learning courses with SD73BC are outlined in Section 1.

### 1. Single Students

- 1.1. Students wishing to register for a distributed learning course with SD73BC are required to make a written request to the Director of SD73BC. The parent/guardian, BC home school or the Agent may make a course request on behalf of the student.
- 1.2. Applications for distributed learning courses shall include the student legal name, current school attending, grade level and course name. To be eligible the student must be currently attending a BC School.
- 1.3. SD73BC requires the BC home school to provide written permission for the student to register in distributed learning courses. SD73BC is responsible for contacting the Principal of International of Education or designate to request permission for the student to register in a distributed learning course.
- 1.4. SD73BC is required to obtain written permission for eligible students to register in distributed learning courses by the BC Ministry of Education. The student will not be approved to register until the BC home school and the BC Ministry of Education provides approval.
- 1.5. The student will not be registered in courses if either the BC home school and/or BC Ministry of Education denies the request.
- 1.6. SD73BC will provide written notification to the parent/guardian, student, or agent that the student has been approved to register for a specified course. All new course requests are required to go through the approval process and are not granted permission based on previous applications.
- 1.7. SD73BC will provide an invoice for the course fees. All fees must be paid in full and received by the SD73BC prior to enrolment in courses. To view our course fee and refund policy, please click [here](#).

- 1.8. Prior to registration the student will be required to provide a copy of his/her passport for legal verification of age.
- 1.9. Once full payment has been received the student will receive registration instructions.
- 1.10. The SD73BC teacher will contact the student once the student is enrolled in the course.
- 1.11. Students that obtained admission in SD73BC under false pretense or with forged documents may be withdrawn from the course.