

## **POLICY 200.3-**

### **SINGLE STUDENT PROCEDURE FOR REQUESTING ONLINE COURSES**

Global Education's policy for requesting online learning courses is based upon the student receiving permission through their school and the BC Ministry Education. The procedure for requesting online learning courses with Global Education are outlined in Section 1.

#### **Procedures**

1. Single Students
  - 1.1. To be eligible the student must be currently registered at a BC Public School or BC Independent Authority of School Age and be a Non-Resident Learner.
  - 1.2. Non-resident learners that register for an online learning course with Global Education are required to make a written request to the Director of Global Education. The parent/guardian or the Agent may make a course request on behalf of the student.
  - 1.3. Global Education requires the Board of BC Independent Authority to provide written permission for the student to register in online learning courses.
  - 1.4. Global Education is responsible for contacting the District Principal of International of Education or designate to request permission for the student to register in an Online learning course.
  - 1.5. Global Education is required to obtain written permission for an eligible student to register in online learning courses by the BC Ministry of Education prior to registration. The student will not be registered until the BC Public School or Independent Authority and the BC Ministry of Education provides written approval.
  - 1.6. Applications for online learning courses shall include the student legal name, current school attending, grade level and course name.
  - 1.7. The student will not be registered in courses if either the BC Public School District Board or Independent Authority and/or BC Ministry of Education denies the request.
  - 1.8. Global Education will provide written notification to the parent/guardian, student, or agent that the student has been approved to register for a specified course.
  - 1.9. All new course requests are required to go through the approval process and are not granted permission based on previous applications.
  - 1.10. Prior to registration the student will be required to provide a copy of his/her passport for legal verification and PEN number (if applicable).

- 1.11. Global Education will provide an invoice for course fees. All fees must be paid in full and received by the Global Education prior to registration in courses. To view our course fee and refund policy, please review [Policy 300.1](#).
- 1.12. Once full payment has been received the student will receive registration instructions.
- 1.13. The Global Education teacher will contact the student once the student is registered in the course.
- 1.14. Students that obtained admission in Global Education under false pretense or with forged documents will be withdrawn from the course(s).

## 2. Awarding Credit for Online Learning Courses

- 1.1. Global Education does not award credit for online learning courses.
- 1.2. The BC Public School District or Independent School Authority is responsible for awarding credit for online learning courses taken with Global Education, providing students successfully pass with a minimum of 50% as a final grade.
- 2.1. The BC Public School District or Independent School Authority may award credit for online learning courses and report final grades to the Ministry per the Equivalence and Challenge Process.
- 2.2. Credit for courses that cover the Graduation Program that meet the graduation requirements can only be given by an Offshore School, BC Public School District or Independent School Authority following equivalency review by the Offshore School, BC Public School District, or Independent School Authority that the student is enrolled in accordance with the Graduation Program Order (M302/04) and applicable Ministry of Education International Student Graduation Credit Policies.

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/public-schools/earning-credit-through-equivalency-challenge-external-credentials-post-secondary-credit-and-independent-directed-studies>

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/public-schools/international-student-graduation-credit>