

## 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 Ministry Education and Child Care (Ministry). The procedure for requesting online learning courses with Global Education are outlined in section 1.

### Procedures

1. Single Students
  - 1.1. To be eligible a student must be currently registered at a Board or 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 or 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 a 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 Ministry of Education and Child Care prior to registration. The student will not be registered until the BC Public School or Independent Authority and the Ministry provides written approval.
  - 1.6. Applications for online learning courses shall include the student legal name, current school attending, grade level, course name and reason for the request.
  - 1.7. The student will not be registered in courses if either the Board or Independent Authority and/or Ministry of Education and Child Care denies the request.
  - 1.8. Global Education will provide written notification to the parent/guardian, student, or school that the student has been approved to register for a specified course.
  - 1.9. 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 500- Course Fees and Refunds](#).
  - 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.
  - 1.14. Students who 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 Board or Independent School Authority is responsible for awarding credit for online learning courses taken with Global Education.
  - 2.1. The Board or Independent School Authority may award equivalency 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, Board 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 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>

## Policy 308

---

Legal References:

[Earning Credit through Equivalency, Challenge, External Credentials, Post Secondary Credit and Independent Directed Studies](#)

[International Student Graduation Credit](#)

Adopted: June 2020

Revised: January 2023