

## **AP 309 – Correspondence Courses and Distance Learning**

### **Purpose**

The Board of Nanaimo Ladysmith Public Schools concurs with the Ministry of Education that the purpose of the Correspondence and Distance Learning Program is to provide an alternative education for those school aged students who, for various reasons, do not participate in the regular school system. In addition, Correspondence and Distance Learning may provide access to a broader range of course offerings particular to a student's career and educational objectives.

### **Procedure**

#### ***Definition***

School aged student means the age between the date on which a person is permitted by the *School Act* to enrol in an educational program provided by a board and the end of the school year in which the person attains the age of 19 years.

#### **1. Reasons For Taking Correspondence**

A school-aged student might apply to register in correspondence courses for any of the following reasons:

- 1.1 Course is required for graduation or as part of a program leading to graduation;
- 1.2 Course constitutes part of a career or educational need;
- 1.3 Course is unavailable due to timetabling difficulties or insufficient enrolment;
- 1.4 The student has medical problems that require absence from the school and/or course;
- 1.5 A suspension committee has agreed upon correspondence as an alternative educational program.

Note: Unless specifically authorized by the principal, a student may not take correspondence if the course is accessible within the school timetable. Similarly, without approval of the principal, a student may not withdraw from a course to take correspondence.

#### **2. Correspondence Fees**

- 2.1 All students will be required to pay the correspondence fee(s) at the time of registration.
- 2.2 All correspondence fees will be collected by the school's correspondence program designate and forwarded to the Secretary-Treasurer or designate.

### 3. Fee Reimbursement

- 3.1 In cases where correspondence courses are required for graduation and unavailable to the student at the school, or in special cases recommended by the principal, the student will be refunded the cost of the course(s) provided that:
  - 3.1.1 Prior approval has been granted by the principal;
  - 3.1.2 Application for reimbursement is made within one year of the date of registration;
  - 3.1.3 Proof of successful completion of the approved course is provided.
- 3.2 Students will not be eligible for reimbursement if they have been registered in the equivalent course in regular school and withdrawn, not received a passing grade, are taking the course to improve a recorded mark, or could have taken an alternative course within the school timetable which would have satisfied graduation requirements.

### 4. Textbooks

- 4.1 Textbooks will be provided on a loan basis either from the Correspondence Branch or from the school.
- 4.2 Students may be required to pay a deposit of 50% of the cost of the books. Refunds will be given when the textbooks are returned in good condition.

### 5. Application Procedures

- 5.1 The applicant discusses the request with a counsellor.
- 5.2 The request will be considered by the principal, or designate.
- 5.3 If accepted, an application form is completed and the student submits the payment.

### 6. Registration

- 6.1 Eligible students and their parents are required to complete a correspondence course application form and have it approved by the principal or approved designate.
- 6.2 Eligible students may enrol in one correspondence course upon completion of the correspondence course application, payment of the correspondence fee, and payment of the textbooks deposit fee.

### 7. General Notes

- 7.1 A student may enrol in only one correspondence course unless permission is given by the school principal to enrol in more than one course.
- 7.2 In all but exceptional cases, students registered in a school while enrolled in correspondence will be expected to carry a full course load at the school.
- 7.3 Enrolment in a course remains pursuant to policies of the Correspondence Branch.
- 7.4 Students may not enrol in a course offered at a higher grade level without specific permission of the principal.

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- 7.5 Students not registered in a school, and all adult students, will register directly with the North Island Regional Correspondence School (Courtenay).

Adopted: April 28, 1993  
Amended: September 28, 1998  
References: *The School Act*