

## EDUCATION: PROGRAMS

## Policy 512.10-R (previously 602.10-R)

### Distance Education Courses

1. For students registered in a Richmond School who qualify for District funding:
  - a) An Administrative Officer at the school where the student applicant is registered determines eligibility for District sponsorship. The District shall pay for the cost of Distance Education Courses; eligibility shall be considered if the school is unable to provide the student access to a course or courses which he/she requires, with the expectation that the course(s) will be successfully completed.

Eligibility for funding does not include:

- course work at a grade level above current placement
  - mark improvement for a course already taken
  - failed or in-progress courses
  - courses replacing those available at the school that would satisfy graduation requirements
- b) A memorandum requesting funding and describing the situation is forwarded by the administrative Officer to the Director of Continuing Education, who reviews eligibility, enrolls the student, and pays the fee. Applications falling outside the guidelines should be referred directly to the superintendent or designate. The memorandum must also state whether or not the school will provide necessary textbooks (the cost of textbooks and other material rentals from Distance Education are the responsibility of the student).
  - c) Confirmation of registration will be sent to the school, as will delivery of all course materials. Upon completion, records of marks will be forwarded to the school.
2. Those students registered in a Richmond School who do not qualify for District funding may purchase Distance Education course(s) according to the following procedure. (Distance Education will not accept payment directly from in-school students.)

The school approves the course and facilitates the transaction by obtaining prepayment from the student, then remitting a school cheque to Distance Education.

3. Prospective students who are over 16, not graduated, and not registered in a public school should be referred directly to the Continuing Education office.