

## DISTANCE LEARNING

### Background

Background In general the Board of Education supports education through distance learning when the courses selected are not easily accessible to the student through regular programming provided at the school level.

### Procedures

Guidelines for courses through Distance Learning are as follows:

1. The student must have a good reason for accessing the course through Distance Learning: ie. subject is not offered in current school program and no suitable alternative subject is available. Online courses may be taken as part of a credit recovery program.
2. It is the responsibility of the student to complete the proper application form and submit the request along with a refundable completion fee to the principal for forwarding to the Division Office (Meadow Lake). If submitted on line, prior approval must be received before submitting on-line.
3. Financial support for distance education courses outside the Ministry of Education approved distance learning courses must be approved by the Director or designate (ex. Alberta Distance Learning).
4. The student shall be assessed a completion fee equal to the cost of the course (approximately \$550;dual credit may be more) for one course per semester. Special circumstances will be considered upon request to the school's superintendent. The fee will be held in trust with the Division Office and is refundable upon successful completion of the course. Failure to complete or pass the funded course will cause an automatic forfeit of the fee.
5. When the student has successfully completed the course, he/she will be eligible for a complete refund of the completion fee. The onus is on the student to provide proof of successful course completion and to submit to the Division Office for a re-imbusement of the fee.

Reference: Sections 85, 87, 176 The Education Act

Approved: December 6, 2018