

REGISTRATION ELIGIBILITY & REQUIRED DOCUMENTS

	Adult Secondary
Ordinarily resident (see attached Policy)	<p>Students must live in BC to be eligible to take all our courses.</p> <p>To be eligible to enroll in our Math, Science and General Academics (blended online) courses, students must be ordinarily resident in Richmond.</p>
Documents required for registration	<ul style="list-style-type: none"> • Proof of status in Canada (one of): <ul style="list-style-type: none"> > Permanent Resident card or landing document with passport; > Canadian passport or Citizenship card or Canadian birth certificate (with photo ID); > Indigenous documentation or band card; > Refugee Claimant or Convention Refugee document; > Valid study permit (minimum one year); > Valid work permit (must be valid for minimum one year), passport and proof of employment in BC for at least 20 hours per week (current employment contract-on company letterhead and pay stubs for last 2 pay periods); > Canada-Ukraine authorization for emergency travel – CUAET Claimant Document and passport. • Proof of Residential Address in BC/Richmond (two of): <ul style="list-style-type: none"> > BC driver's licence > BC Services card > BC ID card > local Canadian bank document > current utility bill or service provider bill > current property tax notice > long term residential tenancy agreement > signed contract of purchase and sale & copy of deposit draft > CRA Tax Return – Notice of Assessment (current year) • Other documents: <ul style="list-style-type: none"> - If registering for a full credit course, last school report card or school transcript - School-age students currently attending a secondary school in Richmond, written permission from home school - If under 19 years old, one parent's documents (proof of status and residency) required.

REGISTRATION PROCEDURES

Students who meet eligibility requirements and course pre-requisites may register for courses online via www.richmondce.ca for class-based, in person English/FLA courses, or through Bob Mostat, academic advisor, for blended online Math/Science/General Academic/Gr 10-12 English courses (bmostat@sd38.bc.ca).

REGISTRATION PROCEDURES (*continued*)

Where there has been a lapse of two years since a student last took a Foundations Language Arts (FLA) course with us, a new assessment must be taken before a student can register for an FLA course.

There is one set start date and time for registrations (for both returning and new students). Classes are filled on a first-come, first-served basis.

Where a course is full, students may add their names to the Waitlist. Waitlisted students will be contacted by the office as soon as space becomes available. Waitlists will remain in effect for the first two weeks of each term or first four weeks of a semester. Thereafter, waitlists will be dissolved. Students who have been on a waitlist for a term will be required to self-register for the next term.

There will be no priority registration for returning or waitlisted students.

English/FLA students may register for the level that they are assessed at or have permission from their previous teacher to do so; they may also choose to register for one level lower (not higher).

Students may register for one or more courses subject to space. For English FLA courses, students may not register for the same level twice in one term, ie taking FLA 2 both in the morning and afternoon is not permitted; they may choose to take two courses but they must be of different levels, and is subject to space. The school administration reserves the right to cancel or transfer a student's registration to the waitlist.

Students may not take the same English level course for more than three terms, except with approval of the school administrators. Where a student has taken the same level more than twice and has passed each term, but still wishes to take that same level again, the office will contact them for a discussion on the intent of doing so and to confirm commitment to attend. Where space is limited and there is a waitlist of students, the office will inform such student of the need to allow other students who have yet to take the course an opportunity to do so and request that they consider withdrawing or be transferred to the bottom of the waitlist.

Where a student has withdrawn from a blended online course, they can only enroll in the same course again after two Student Level Data Collection snapshots have passed (ie one calendar year).

DOCUMENT COLLECTION & RETENTION

Students who require an English assessment are asked to provide eligibility documents on assessment day. Office staff review and make copies in preparation for course registration. Documents are kept on file for one year (as assessment results are valid for one year only).

Students who took courses continuously with us may register again without needing to provide registration documents, unless there is a change in address or status in Canada.

Documents will be required from students where there has been a gap in enrolment. For example, student attended Q1, skipped Q2 and Q3, and returned to take courses in Q4 – considered new registration and will be required to submit documents.

DOCUMENT COLLECTION & RETENTION (*continued*)

Work Permit Holders may register for courses provided their work permit is valid for one year OR for the duration of the course at the minimum. Updated proof of employment will be requested of work permit holders **at the time of each course registration**, to confirm that they have current employment.

Study Permit Holders may register for courses provided their study permit is valid for a minimum of one year OR for the duration of the course at the minimum.

Registration forms and documents are kept in storage for up to three years.

The Administrator or his/her designate reserves the right to determine student eligibility to register for courses and to request additional documents.