



Adult Students Administrative Procedure 1.B.10

1.0 School Administration
1.B. Students

Board Governance Policy Cross Reference: 1, 2, 3, 16

Legal Reference: *Public Schools Act, Education Administration Regulations, The Adult Learning Centers Act and Regulations*

Date Adopted: March 2001

Date Amended: October 2006, October 2016, October 2024

Preamble:

Adult students are welcome in Evergreen School Division provided sufficient staffing exists to accommodate the needs of adult students without additional cost to the Division (see [Administrative Procedure 1.A.130 - Right to Attend School](#))

For Students 21 Years of Age and Over:

1. According to the *Public Schools Act*, there is no obligation that schools accept students 21 years of age or older.
2. Adults who wish to attend Evergreen Division schools as full or part time students may apply to attend the Senior Years school of their choice. In the event they wish to attend a school outside the catchment area, the school of choice application and guidelines will apply.
3. When a Principal accepts an adult student, they must ascertain, by consulting with the Secretary-Treasurer, the funding allocation for that student. The Principal must be certain that the cost of educating that student will not be at the educational expense of the regular students or at any additional cost to the Division.
 - The adult student should not be taking more courses than their funding allows unless the student, or some organization, pays the additional course cost. Confirmation of payment must be in writing. Payment should be received by September 30th unless otherwise authorized by the Secretary-Treasurer.
 - Course fees will be defined annually based on average cost per student. The Secretary-Treasurer will determine the course fees by June 30th of each year.

For Students Under the Age of 21:

1. Students under 21 who have graduated and are re-entering our system for additional credits or mark upgrading have limited funding eligibility (maximum 4 credits). The Principal should consult with the Secretary-Treasurer to ensure offerings are consistent with funding. Additional courses beyond provincial funding would require fee payment (see 3 above).
2. Students under 21 years of age who have not yet graduated have a right to attend school as a full time student (see [Administrative Procedure 1.A.130 - Right to Attend School](#)). The Principal must be certain that the cost of programming will not be at any additional cost to the Division.

3. Students who are in regular attendance for a course delivered by Distance Learning and who have frequent contact with a teacher will be considered an eligible student.

Additional Considerations:

1. Principals will identify adult learners who are in regular attendance at school by September 30th as per the Department guidelines for funding. Students will be reported according to these guidelines.
2. Principals will not enroll adult learners who are requesting programming at home or off-site.