

**Registration Overview**

Congratulations! You're eligible to join iLearn Secondary School. There are three (3) registration applications: Local Student, International Student, and Adult Student. This is the Adult Student registration application. Once your application, ID documents, and payment are received, you will be scheduled for an orientation session with your teacher. Payments can be made by credit card or bank transfer using the invoice link provided or via etransfer to admin@ilearnhighschool.com. Please reach out to our admin team at 604-590-5504 if you need any assistance filling out your registration application or to pay over-the-phone. **Our school policies are provided at the end of this document. Applicants are advised to read and sign the school policies before submitting this application.**

<b>Non-graduated</b>	\$500 per course \$600 per AP course	<b>Graduated</b>	\$1000 per course \$1200 per AP course
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**Registration Checklist - Adult Student**

Please be sure to include the following documentation to ensure your registration is complete.

1. Student Proof of Status
2. Student Proof of BC Residency (Photo ID)
3. Completed and Signed Registration Form

Federal ID

Proof of Status (one of the following):

- > Birth Certificate
- > Canadian Passport
- > Permanent Resident Card
- > Citizenship Card

Provincial ID

Proof of Residency (one of the following):

- > Driver's License
- > BC ID Card

**Student Information**

LEGAL LAST NAME	LEGAL FIRST NAME	LEGAL MIDDLE NAME (if applicable)
PREFERRED FIRST NAME	GENDER MALE      FEMALE      OTHER	BIRTH DATE    MM / DD / YYYY
STREET ADDRESS	CITY	POSTAL CODE
GRADE COMPLETED	PEN # (optional)	CURRENT/ PRIOR SCHOOL
CARE CARD NUMBER	PHONE	EMAIL
LANGUAGE(S) SPOKEN AT HOME	ALLERGIES <b>If yes, please specify</b>	
MEDICAL CONDITIONS Are there prescriptions or other information we should know about the student's mental or physical wellbeing?	YES NO <b>If yes, please provide details and doctor's contact information</b>	DOES THE STUDENT HAVE AN IEP OR RECEIVE SPECIAL EDUCATION SUPPORT? YES NO <b>If yes, please describe</b>

**Emergency Contact Information**

LAST NAME	FIRST NAME	RELATIONSHIP
PRIMARY PHONE NUMBER	SECONDARY PHONE NUMBER	EMAIL

**SCHOOL POLICIES**

**Yes.** I have read the School Policies and I agree to follow the policies and expectations of iLearn Secondary School.

**PERSONAL INFORMATION PRIVACY POLICY**

**Yes.** I consent to having iLearn Secondary School collect personal information that may include student identification information, birth certificate, legal guardianship, court orders if applicable, contact numbers and email address.

**NEWS MEDIA**

**Yes.** I consent to having photographs and work samples used by iLearn Secondary School in the website, newsletter, and other promotional materials and news media.

**No.** I do not consent to having photographs and work used by iLearn Secondary School in the website, newsletter, and other promotional materials and news media.

**DOUBLE DIPPING**

A local student cannot take the same course at the same time at two separate BC high schools.

**Yes.** I certify that I am not currently taking the same course at a different school.

**COMMITMENT TO LEARNING**

**STUDENT**

- > I agree to login and communicate with my teacher(s) in a timely manner.
- > I agree to submit assignments/do quizzes/module tests regularly.
- > I agree to ask for help when needed.
- > I understand that if I do not comply with these requirements, my online course(s) may be deactivated or I may be dropped from the course.

**PAYMENT POLICIES**

**REFUND**

- > Refunds are only accepted within 2 weeks of the class start date and is subject to a \$250.00 processing fee.
- > If a student gets suspended or expelled, no refund will be provided.

STUDENT NAME

I agree to the terms above and acknowledge this as a virtual signature.

DATE    MM    /    DD    /    YYYY

**Aboriginal Ancestry Information - STUDENTS WITH ABORIGINAL STATUS ONLY**

ARE YOU OF ABORIGINAL ANCESTRY?                      YES                      NO

IF YES, SELECT ONE OF THE FOLLOWING                      INUIT                      METIS                      NON-STATUS                      FIRST NATION STATUS OFF RESERVE                      FIRST NATION STATUS ON RESERVE

BAND OF RESIDENCE NAME

DIA NUMBER

DOES THE STUDENT RECEIVE SPECIAL EDUCATION SUPPORT?                      YES                      NO                      |                      If yes, please describe

## SCHOOL POLICIES

### Refund:

- Refund of fees can only be made within **2 weeks of orientation** and is subject to a **\$250.00 processing fee**.
- **If a student gets suspended or expelled, no refund will be provided.**

### Renewals:

- If a student is enrolled in the 1-year program, the expiration date will be 12 months from the date of first course orientation, or the student's 19th birthday, whichever comes first.
- A student must complete all courses they are enrolled in within the one year that is allotted.
- Cross-enrolled students cannot be enrolled in more than 2 courses at the same time, unless permission is granted by the Vice-Principal.

### Withdrawal/Inactive status:

- To receive a grade of "W," a student has to withdraw from a course within 2 weeks from their orientation.
- If a student wishes to drop a class after the 2 weeks, they will receive the grade (% mark) that they have earned in the course.
- All incomplete assignments will be given a zero and a final mark will be assigned and reported on the student's report card.

### Holds/Transfer:

- A student can transfer to another program (BL, DL), however a fee of \$50.00 applies.
- If for any reason, a student needs to put a course on hold, a \$25.00 fee is required. Each course can only be put on hold once, for a maximum period of 2 months.

### Attendance:

- A student must be in touch with their teacher(s) at least twice a week per course.
- If communication issues come up more than once, a phone call home will be made and the student can be dropped from the course at the school's discretion. A final mark will be assigned based on the work completed thus far.
- If a student misses four weekly communications in a row, their course will automatically be put on hold and a fee of \$50.00 will be charged at reactivation.

### Academic Integrity Policy:

- iLearn Secondary School expects a high standard of academic integrity. Student work needs to be original and sources referenced appropriately.
- There is a strict no cheating policy, not just restricted to tests and quizzes, but also to assignments and homework. All parties involved will be given a zero on the first instance of cheating in the course. On the second instance, the student will be dropped from the course.

### Course Completion Policy:

- A student is given 4 months to complete each course and 5 months for AP courses. At the 4/5 month mark all incomplete assignments will be given a zero and a final mark will be assigned.
- Summer School and condensed course students are given 6 weeks to complete the course. At the 6 week mark all incomplete assignments will be given a zero and a final mark will be assigned. Summer School students who require a mark by September 1st must complete all coursework and tests by August 15th, 2021.
- A teacher may authorize extensions for a student under special circumstances. It is the student's responsibility to speak with their teacher and apply for an extension.

### Reports Cards:

- Interim report cards are given out 10 days after a student has completed and submitted 50% of the course work.
- Final report cards are given 10 days after completing the final exam.
- Once a month, iReports will be emailed to students, parent/guardians, and/or tutors if students are failing, behind schedule, or not meeting student expectations.
- Interim and final report cards will be emailed to parents.
- Students will also receive report cards in person when requested.
- If there is no email address on file, iLearn staff will contact the parents to pick up the report card(s)
- If report card(s) is/are not picked up within 30 days of the initial phone call/email, they will be destroyed
- **A \$30 Student fee is required for any students that request rushed transcripts.**

### Assignment and Test Re-Do Policy:

Students may re-do ONE assignment and ONE test at **the end of the course** if:

1. They finish all the work in the course EXCEPT the final exam, project, or submission.
2. They have enough time to complete the re-dos and receive feedback before the course end-date.
3. They discuss with their teacher which re-dos will increase their grade the most within the time they have left.

The final re-do assignment/test grade will be an average of the two. **There is no re-test for a midterm or final exam.**