

Cross Enrollment Guidelines

Students and parents must agree to all of these terms for students to be admitted as a cross enrolled student at West Coast Adventist School.

1. Registration form and all documentation must be submitted before students will be allowed to start working on the course(s).
2. Unsigned registration forms will not be processed. Students *must* have permission from the home school to be registered in a WCAS course.
3. Students not eligible for Government funding will be charged tuition for each course. This fee must be included with the registration forms. Cheques may be made payable to: West Coast Adventist School. Registrations not accompanied by the necessary fees will not be processed until the fees are received.
4. Students are not active in the course until they have submitted their first assignment to the teacher for marking.
5. Teachers will mark a maximum of 5 student assignments per week, and one test every 2 weeks.
6. Students must be active in courses for a minimum amount of time before a final mark will be issued as follows:
 - a. Summer School
 - i. One course – 5 weeks
 - ii. Two courses – 10 weeks
 - iii. Students will not be allowed to take more than 2 courses over the summer months
 - b. Regular School Year
 - i. One course – 12 weeks
 - ii. Two courses – 18 weeks
 - iii. The total number of courses a student is taking at one time from all schools should not exceed:
 1. Semester courses – 5
 2. Linear (year-long) courses – 9
7. The supervision policy for students taking tests and exams is as follows:
 - a. Students may take quizzes and regular tests under the supervision of a parent in their own home, at the discretion of the teacher.
 - b. Students must be supervised electronically or by a tutor (approved by WCAS) when taking major unit tests or final exams. Paying for the tutor's time is the responsibility of the student/parent.
 - c. Students may write major unit tests and final exams at a WCAS approved learning center or school. Again the cost charged by the learning center for this service will be the responsibility of the student/parent.
 - d. Provincial Exams will be arranged by WCAS to be written in the student's locality. It is the student's responsibility to get to the arranged exam center to write the Provincial Exam. There are no additional charges associated with this service.
8. Students suspected of academic dishonesty will be investigated by school administration. Students involved in academic dishonesty will be removed from all WCAS courses without any credit being awarded for the courses, and they will not be allowed to re-register in the future.
9. Making false statements on any registration forms and not disclosing all courses being taken by the student will result in the student's removal from all WCAS courses without any marks or credits being awarded.