



CROSS ENROLLMENT FORM

APPLICANT INFORMATION

Student: Usual Name: _____ Age: _____ Gender: ☐ Male ☐ Female

Legal student name: _____
Surname First Name Middle Name(s)

Address: _____ City: _____

Province: _____ Postal Code: _____ Student's E-mail: _____

Phone: (____) _____ P.E.N. _____ Birthdate: _____

Parents Name: _____ Parents E-mail Address: _____

Schools currently attending (include other DL schools): _____

Special Conditions: Please indicate if the applicant has any behavioural and /or learning difficulties

Grade: _____ Name of Course(s) _____

PLEASE INCLUDE THE FOLLOWING DOCUMENTATION AS APPLICABLE

- ☐ Birth Certificate ☐ Permanent Resident Card ☐ Student Visa ☐ Legal Residency Form ☐ BC Care Card
☐ Gov Issued Photo ID
☐ Unofficial Transcript of Grades (obtained from School of Record, school counsellor, or academic advisor)

MANDATORY FOR ALL BC STUDENTS

PLEASE COMPLETE THE FOLLOWING:

Parents are: ☐ Married ☐ Separated ☐ Divorced ☐ Widow(er) ☐ Single

Applicant Lives with: ☐ Both parents ☐ Father ☐ Mother ☐ Guardian

By signing below we acknowledge that we have read and agree to the requirements as listed on the second page of this document.

Parent/Guardian Signature

School Counsellor/Admin Signature

Student Signature

Date

Office Use

___ Documents ___ Canvas ___ Welcome ___ Textbooks ___ MyEd ___ Teacher ___ Fee

* Any misleading or inaccurate information may render this application null and void, with enrolments from this application being terminated.

* All information collected on this form will be used solely by WCAS in accordance with the Personal Information Protection Act.

Box 1000 Abbotsford, BC V2S 4P5

1.877.853.5053

604.853.8681 fax



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. Instructors are allowed up to three business days of grading time per assignment. When many assignments (>5) are submitted over a weekend it may take longer than 3 days for feedback and marking to occur.
6. Students will received up to 3 testing codes per week. Requests for codes must come on business days 48 hours prior to taking the assessment with a supervising proctor.
7. 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 may take a maximum of 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
 - c. WCAS will not guarantee a final grade in less than two weeks.
8. 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 teacher's discretion.
 - 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.
9. The school administration will investigate any student suspected of academic dishonesty and contact the student's supervisor. A student involved in academic dishonesty will receive no grade for the assignment. Recurrences of academic dishonesty will result in the student's removal from all WCAS courses without credit. In addition, the student may not re-register with WCAS.
10. 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.