



EDUCATIONAL SERVICES 13 – School Extension Programs

Date: June 30, 2004

Responsible Administrator: Chief Deputy Superintendent

1.0 RATIONALE

- 1.1 The Division provides educational services to all students under 19 years of age as of September 1 of the school year.
- 1.2 The Division may permit a student who is 19 years of age or older as of September 1, but less than 20 years of age as of September 1, to access existing programs without additional costs to the student, parent or guardian provided that space and resources are available.
- 1.3 Students 20 years of age or older as of September 1 may be permitted to attend classes in Division schools/programs.

2.0 PROCESS

- 2.1 The Chief Deputy Superintendent will be responsible for administering this Administrative Practice.

3.0 GUIDELINES

- 3.1 Students, who are 19 or older but less than 20 years of age as of September 1 of the school year, may access, on a year to year basis, existing programs provided that space is available and provided that any additional program costs which might be required are funded by the student or other supporting agency.
- 3.2 Students who are 20 years of age or older as of September 1 of the school year may receive permission on a year to year basis to attend classes within Sturgeon School Division providing that:
 - 3.2.1 these students pay any costs incurred by the Division which are in excess of the difference between the per student local cost of the program in which the adults are enrolled and the grants received from Alberta Learning for these adult students, and
 - 3.2.2 there is sufficient space in an existing program.

References: *Board Policy: G/1/9; School Act: Section 55*

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- 3.3 Adults, 19 years of age or older as of September 1, in school programs outside the Division shall not be funded by the Division.
- 3.4 The educational services provided to adult students shall be in accordance with Alberta Learning policies, guidelines and procedures.
- 3.5 Requests for educational services for adult students shall be made to the principal of the school, who in consultation with the student, parent or guardian, shall arrange for a suitable placement in an existing program where space exists.
- 3.6 Requests for educational services for disabled adults shall be made to the Director, Student Services who, in consultation with the student, parent or guardian, shall arrange for a suitable placement in an existing program where space exists.
- 3.7 Principals shall advise the Secretary Treasurer of the number of adult students 20 years of age or older who are registered in the school as of September 30 in Semester 1 and February 28 in Semester II. In addition, the principal shall provide full information on the courses, credits and hours per course in which each adult over 20 years of age is registered.

References: *Board Policy: G/1/9; School Act: Section 55*