

Administrative Procedure 305

ADULT STUDENTS

Background

The Division supports the enrollment of adult students who want to complete their high school diploma. Admission may be granted to adult students if such enrollment does not detract from the education of the regular student body.

Procedures

1. Adult students are individuals who are 19 years of age or older on September 1, in the school year in which they apply to attend.
2. All adult students, including those currently enrolled, must apply for admission.
3. In order to be considered for admission to school, adult students shall apply to the School Administrator(s) at least thirty (30) days prior to intended commencement.
4. Application for admission shall include:
 - 4.1 a completed **Adult Student Application** (Form 305-1);
 - 4.2 the described required attachments listed on the adult student application; and
 - 4.3 a completed **Student Registration** (Form 320-1).
5. The School Administrator(s) of the school in question is to determine if there is adequate room to accommodate the adult student in the classes for which he/she wishes to register.
6. The Division will assess a tuition fee for any adult student registered in a full program or specific courses. No tuition fee will be charged if the adult student is less than 20 years old.
7. School/course fees will be the responsibility of the student (refer to AP 505).
8. If an adult student has a criminal record, the School Administrator(s) will review the applicant's suitability based upon the following factors:
 - 8.1 the type of charge or offence;
 - 8.2 the age of the charge or offence;
 - 8.3 whether the behavior associated with the offence(s), if repeated, will pose a threat of physical or sexual abuse to children or others; and
 - 8.4 any other factor(s) which the School Administrator(s) deems to be relevant.

Reference: Section 8, 44, 49, 55, 60, 61, School Act
Alberta Education Funding Manual for School Authorities

Related APs: 505 Student Fees
506 Student Fee Waiver Requests

Forms: 305-1 Adult Student Application
320-1 Student Registration

Amended: February 2018