



Adult Students

Administrative Procedure 1.B.010

Board Governance Policy Cross Reference: 1, 2, 3, 16

Legal Reference: Manitoba Public Schools Act, Educational Administration Regulations, The Adult Learning Centers Act and Regulations

Date Adopted: June, 2012

Date Amended: September, 2012; April 2019

Date Review: February, 2019; October, 2020

Preamble:

The School District of Mystery Lake sees the need to define adult learners as direction to administrators and school personnel. Adult students will not be at increased cost or staffing to the Board at the Senior Years Schools.

Regulations:

1. Students, over the age of 21 and not eligible for regular attendance at school, who want to take courses for upgrading, GED or high school accreditation (those adults not covered by the present funding guidelines), will request their educational opportunities through the school principal, in consultation with the superintendent. There is no obligation to accept students over 21.
2. When a principal accepts an adult student, who has graduated and is under 21 years of age, they must ascertain, by consulting with the Secretary-Treasurer, the funding allocation for that student. Program delivery for that student will not be at an additional cost to the Board. The Principal must be certain that the cost of educating that student will not be at the educational expense of the regular students. The adult student should not be taking more courses than their funding allows unless the student, or some organization, pays the additional course cost. (Prorated funding is available up to a maximum of 4 courses per student over the course of their entire programming.) Anything beyond 4 courses, the student will be charged \$250 per course. Confirmation of payment must be in writing. Payment should be received by September 30th unless otherwise authorized by the Secretary-Treasurer.

Adult students who are special needs, and require full services will be assessed full funding if the district decides to accept them as students.

3. Students who are in attendance for a course delivered by Distance Learning where there is daily contact will be considered an eligible student.
4. Course fees will be defined annually based on average cost per student. The Secretary-Treasurer will determine the course fees by June 30th of each year.

Procedures:

1. Principals will identify adult learners who are in regular attendance at school by September 30th as per the Department guidelines for funding. They will be reported according to these guidelines.