



OFFICE USE ONLY:	
Canadian Citizenship	<input type="checkbox"/>
BC Residency:	<input type="checkbox"/>
Grad Status:	NG <input type="checkbox"/> SAG <input type="checkbox"/> AG <input type="checkbox"/>
<small>(school age= born on/after July 1, 2000)</small>	
G Suite	_____
Grad Plan	_____
Fee Amount:	Receipt:

Continuing Education Registration Form 2019-2020

Student Information

Legal Last Name	Legal First Name and Middle Name	Gender Female <input type="checkbox"/> Male <input type="checkbox"/>
Usual Last Name (if different from Legal)	Usual First Name (if different from Legal)	Birthdate Day/Month /Year
Student Email:	Phone Number:	Current School:
Place of Birth: (City/ Province, Country)		International Student Yes <input type="checkbox"/> No <input type="checkbox"/>
Current Address		
Last High School Attended?	Name of School:	Location: City/Prov/Country
Have you Graduated?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Year of Graduation _____ Last Grade Completed? _____ Last Year Attended? _____

Emergency Contact / Medical Information (Parent info if student is under 18)

First Name:	Last Name:	
Relationship to student:		
Phone Number:	Cell:	Email:
Student Care Card #		

I hereby certify the above information is true to the best of my knowledge and authorize release of my school records to the Greater Victoria Continuing Education Program

Student Signature (parent if under 18)

Date

***The personal information collected on this form is required for the operation of the Continuing Education Program of School District No. 61. It is subject to the Freedom of Information and Protection of Privacy Act and will be kept secure and confidential according to the Act.

Course Selection Form

Face to Face Class (teacher directed – see course offering sheet)

Name of Course	Semester	Date/Signature

Learning Centre (self paced, with teacher available)

Literacy Foundations 3 /4 /5 /6 /7 (circle one)	English 11	English 12	
Numeracy Foundations 3/ 4 /5/ 6 /7 (circle one)	Apprenticeship and Workplace Math 11	Career Life Education 12	
Foundations and Pre-Calculus Math 10	Pre-Calculus Math 11	Foods and Nutrition 12	
	Accounting 11	Pre-Calculus Math 12	
	Biology 11	Calculus Math 12	
	Physics 11	Physics 12	
	FOM 11		
	Chemistry 11		

Notes:

Signature: _____ **Date:** _____
 (parent signature if under 18)

Fees

Payable by cash, credit, or cheque in person, or credit over the phone.

	Course Type	Fee
Non-Graduated Student	All	\$100 ((\$75 refundable deposit where required + \$25 registration fee))
School Age Graduate	All	
Adult Graduate	From tuition free course list below	
Non-resident (International)	All	\$750
Graduated Student	Foods 12, Accounting 11, Career Life Education 12	\$500 (Non-refundable)

Tuition-Free Courses

- Literacy Foundations Courses (3-7)
- Numeracy Foundations Courses (3-7)
- English 11, English 12
- Biology 11, Biology 12
- Chemistry 11, Chemistry 12
- Physics 11, 12
- Math 11, 12
- Calculus 12

Policies

- A 100% refund is provided up to seven calendar days prior to the start date of the course
- There are no refunds once the course has started
- It is the student's responsibility to fill out a refund request form once their resources are returned, which may take up to 3 weeks to be processed
- Refunds will not be issued for receipts older than 24 months
- If you withdraw from a course, you will be ineligible to take that course tuition-free again for a year.

Required ID for registration

- Proof of Canadian Citizenship: (Canadian Passport, Birth Certificate, Perm Res Card, Study Permit)
- Proof of address: (Driver's License, Rental Agreement, Utility Bill)

By signing below, I confirm that I have read and understood the policies

Signature: _____
(parent signature if under 18)

Date: _____

Expectations for Students using School or District Electronic Communications Systems

The following are expectations for students using electronic communications systems including but not limited to accessing the Internet and e-mail through the District's/Schools' networks.

Students in Grades 10-12, signing this document agree to the following terms and conditions.

School rules apply: As a student, I understand that there are school rules related to expected conduct, the use of appropriate language including making fair and respectful comments, and guidelines for responsible behaviour.

I understand that any other "School Rules" related to using technology must also be followed. More specifically, without limiting the above, I agree that:

- I understand that having access to use e-mail will be at the discretion of my school.
- I will use electronic communications systems for lawful educational purposes only
- I will handle with care and consideration any electronic communications equipment so as to avoid or minimize any physical damage or damage to data.
- I will use network services in such a way that performance is not disrupted or terminated.
- I will use my time and required materials so as not to be wasteful.
- I will use every effort so as not to corrupt the files or systems of other users.
- I will respect the privacy of other users.
- I will use language that is not considered offensive or threatening to others.
- I will avoid receiving, keeping or distributing inappropriate materials, including material that is obscene, pornographic, sexist, racist, belligerent or harmful to others.
- I will inform my teacher or principal if I come across any sites, material, information or situations that I believe contain inappropriate material.
- I will not meet with any strangers I talk to on the Internet without first consulting my parent or guardian.
- I will not distribute personal information about myself or anyone else through the District or school server including names, school, interests, extracurricular activities, home or school address or phone numbers. I may however, post school projects and work on the Internet as approved by my teacher.
- I will only use what I believe to be authorized, legal copies of information and software.
- If provided, I agree to keep any network service password secret and I agree that I will not use someone else's password to access the system.

Plagiarism Copyright:

- I agree that I will not copy any information and claim it as my own.
- I will ask the original author for written permission to use the graphics or any copyrighted works, including works of art, compositions, text, symbols, sayings, cartoons, excerpts, and quotations.
- I agree that I will give written credit for sources of information for my work.

Consequences of unacceptable use: The consequences for breaking any rules that apply to use of any electronic communications system, include but may not be limited to the following:

- Loss of privileges to access and use any electronic communications systems.
- Possible disciplinary action through the School Code of Conduct.

I understand that I am personally responsible for my actions, errors, and omissions in using a District electronic communications system and accessing the Internet. I further understand the consequences for failing to comply with the terms and conditions of these regulations, may well exceed school disciplinary action, and may include criminal investigations, civil suits or both.

Adult Student Use Agreement

I have read, understand and will abide by the ***“Expectations for Students Using School or District Electronic Communication Systems”***. I will use resources responsibly, respect the rights of others and will not use these systems for unethical or illegal activities. I further understand that any violation of the district policy or regulation using electronic communications systems is unethical and may constitute a criminal offense. Should I commit any violations, my access privileges may be revoked, school disciplinary action may be taken, and possible legal action may be taken. I understand that this document will remain in my school file for as long as I am enrolled at this school or until terminated by either party by notification in writing.

Student's Name: _____ **Date:** _____
PLEASE PRINT

I have read the “Expectations for Students Using Electronic Communications Systems” and agree to abide by the provisions therein.

I have read ***“Expectations for Students Using School or District Electronic Communication Systems”*** and agree to those rules for being a responsible computer user.

Student Signature: _____

Parent/Guardian Permission Form – (Students in Grades 10-12)

I have read the attached ***“Expectations for Students Using School or District Electronic Communication Systems”***. I understand that our daughter or son may access District electronic communications systems which allow them to access resources, communicate with others and to publish their work. I further understand that, should our child's work be published, it will appear with copyright notice prohibiting use without written permission. I also understand that filtering or blocking software which may be applied to the electronic communications systems to prevent gaining access to inappropriate material is not foolproof and cannot guarantee 100% effectiveness.

	YES	NO
We grant permission for our daughter or son to access electronic communications systems		
We grant permission for our daughter or son to publish their work and/or photos online,		
We grant permission for our daughter or son to publish their work and/or photos online,		

** I understand that it is the responsibility of my child to avoid accessing the Internet or computers while at school as described above, until receipt of an Acceptable Use Agreement signed by both student/child and parent or guardian.*

Student name: _____

Parent / Guardian's Name: _____ **Signature:** _____
PLEASE PRINT