



**RICHMOND
CHRISTIAN
SCHOOL**

EST. 1957

POLICY NUMBER AND NAME: 04.01.05 SECONDARY COURSE ENROLLMENT POLICY	SECTION: 04 – STUDENT ENROLLMENT AND EDUCATION
	VERSION: 1.0
	LAST REVISION DATE:
ADOPTED: JANUARY 29, 2024	REVIEW FREQUENCY: EVERY 5 YEARS

PURPOSE

At Richmond Christian School, we believe that education is best carried out in “community”. There is no other way to build community than by being in community. From classroom learning to chapels, field trips, to school-wide activities, class projects to special events, education is about much more than simply gaining required credits. We desire for our students to be able to access a variety of courses and programs in order to holistically develop as students, citizens and Christ-followers.

RCS strives to be fiscally responsible to ensure that we can continue to offer diverse, high-quality education to all students. RCS receives funding based on student course load and builds staffing models and budgets in advance. As an independent school, we receive less funding than the public school system which is larger and more able to accommodate reduced course load and alternative programming. Having students who are not participating at RCS full time significantly reduces our ability to offer diverse and engaging programming. As such, we ask our families to support the interests of the school and all students when considering student course load, and to access support from our Academic Counselor or Administration in advance when considering their graduation plan.

REVIEW HISTORY		
DATE	VERSION	CHANGES

1. DEFINITION:

A student shall be considered full-time when they are enrolled in a minimum of 7 courses in addition to Biblical Studies and Career Life Education.

2. FEES**a. TUITION**

As per RCS policy, school tuition is determined on a per student basis, not on a per course basis (see RCS Business Office for current tuition rates). However, the BC Ministry of Education determines the student operating grant based on individual student instructional hours.

b. ADDITIONAL CHARGES

Individual students who do not qualify to receive the full student operating grant from the province of BC must pay the remaining balance annually in addition to the tuition fees. In order to qualify for the full provincial grant, RCS must be the student's home school, and students must meet the BC Ministry of Education standards for completed hours of instruction by May 15th of each school year.

3. COURSE ENROLLMENT GUIDELINES

- a. Students at Richmond Christian School are required to enroll in a full academic schedule. A full academic schedule includes 7 of 9 courses per year in addition to Biblical Studies and Career Life Education.
- b. Students are expected to take 12 credits of Biblical Studies, in order to graduate from RCS in addition to receiving their BC issued diploma.
- c. Full-time course load exemption requests must be received by May 15 of the previous school year.
 - i. Students going into grade 10-12 may apply for exemption from a scheduled course.
 - ii. Given the financial and community implications, applications need to be made in writing using the course exemption form and are dependent on administrative approval.
 - iii. Late requests to reduce course load will not be accommodated except under extenuating circumstances and approved by the Principal.
- d. Students in grade 10 are enrolled or participating in a Ministry of Education approved external credit granting program will not be eligible for a reduced course load, unless there are extenuating circumstance, the schedule can be accommodated, and approved by the Principal.

- e. Students in grade 11 and 12 are able to apply for a reduced course load to 6 RCS courses per year in addition to Biblical Studies and Career Life Education and maintain full-time student status, with no additional fees, if they are registered in other flexible learning options, which may include, but is not limited to:
 - i. Independent Directed Studies
 - ii. Dual Credit courses
 - iii. Self-directed online course
 - iv. Study Block, If they are enrolled in 4 or more academic courses
- f. Students who request to reduce their course load to fewer than 6 courses per year in addition to Bible and Career, will be dependent on the ability to schedule their required courses for graduation.
- g. RCS will not grant permission for students to attend an online course if RCS offers that same course, unless taking the RCS offering creates an unsolvable scheduling conflict as determined by administration.
- h. If a student is no longer interested in a course that they have enrolled in they can be moved to another course rather than reducing their course load. A course change form must be completed and provided in accordance with the course change deadlines.
- i. A student may not remain enrolled in RCS if they are requesting to take less than 5 courses.

4. PART TIME STUDENTS + FEES

- a. Those enrolling in fewer than 6 courses, in addition to Bible and Career, will be subject to part-time student fees in addition to regular tuition.
- b. For those enrolling in 2 or fewer courses, in addition to Bible and Career (4/9), the BC Ministry of Education would no longer consider RCS the student's home school, and therefore may not be enrolled at RCS.

7 RCS Courses, in addition to Bible and Career OR 6 RCS courses in addition to Bible and Career AND an approved learning option (9/9)	6 RCS Courses, in addition to Bible and Career AND no approved learning option (8/9)	5 RCS Courses, in addition to Bible and Career (7/9)	4 RCS Courses, in addition to Bible and Career (6/9)	3 RCS Courses, in addition to Bible and Career (5/9)
Full Tuition	Full Tuition + \$1000	Full Tuition + \$2000	Full Tuition + \$3000	Full Tuition + \$4000