



# Online Course Application Form

- International students should have a full course load at their school.
- Students may **not** drop a course from their timetable and then take it online nor sign up for an online course that they are currently enrolled in at the school. The requirement to not substitute “in-school” classes with online classes is a part of our Legal Agreement (“International Student Agreement” (section 1J)). Failure to comply with this agreement may result in dismissal from the program without a refund in tuition.
- If a course is available at the school and can be programmed into a student’s timetable, it may **not** be taken online.
- **All English classes MUST be taken at school and not online.**
- International students may **not** take online courses without the permission of the International Programs department and need to consult their counsellor and school administrator.

## Student and Course Information

_____	_____	_____
<i>Last Name</i>	<i>First Name</i>	<i>Grade</i>
_____	_____	
<i>School</i>	<i>Student Email Address</i>	
_____	_____	
<i>Requested Online Course</i>	<i>Name of Online School</i>	
	_____	_____
	<i>Intended Start Date</i>	<i>Intended Completion Date</i>

## Reasons for requesting this online course:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have consulted my counsellor:

\_\_\_\_\_

*Counsellor Name*

\_\_\_\_\_

*Counsellor Signature*

I have consulted my administrator:

\_\_\_\_\_

*Administrator Name*

\_\_\_\_\_

*Administrator Signature*

If I am approved to take this online course, my Natural Parent has given me permission to do so and understands that they will be required to pay any tuition fees associated with this course.

\_\_\_\_\_

*Parent Name*

\_\_\_\_\_

*Parent Signature*

- Please return this form electronically or in print to Ms. Rebecca Rowley, Vice Principal International Programs.  
[rrowley@wvschools.ca](mailto:rrowley@wvschools.ca)
- You will be contacted by email once a decision has been made concerning your application.

\_\_\_\_\_

*Student Signature*

\_\_\_\_\_

*Date*