

Enrolment of Under-Age Learners at Adult Learning Centres (ALCs)

Definitions

Mature Student Graduation Requirements (2003) state that to be eligible for Mature Student Status, one must be 19 years of age or over at the time of enrolment in programming directed at completing the Mature Student Graduation Requirements, or reach the age of 19 before completion of the course(s) in which one is enrolled.

An under-age learner is any learner who has not reached the age of eligibility for Mature Student Status.

General principles

- Regardless of which of the following three scenarios applies, the learner must display sufficient maturity to be able to function appropriately in an adult-focused learning environment.
- An Adult Learning Centre (ALC) may determine in its admissions policy whether or not it will accept under-age learners. No ALC shall be compelled to admit an under-age learner.
- In a situation where a learner's eligibility is unclear, the ALC director and/or principal are advised to consult with the Registrar.
- The Registrar may place a cap on the maximum number of under-age learners that may be admitted to an ALC.
- *The Adult Learning Centres Act—General Regulation* (sections 17 and 18) details requirements pertaining to child abuse registry and criminal record checks for ALCs that admit learners under the age of 18.

1. Graduate

- An under-age learner who has graduated from high school may attend an ALC for the purpose of taking up to 4 post-diploma credits.
 - For funding purposes, these learners will be supported by the annual ALC program grant in the same manner as all other ALC learners.
- The learner may also combine post-diploma credits at an ALC and at a high school. In this situation the 4-credit limit applies to the total number of post-diploma credits taken. For funding purposes:
 - the courses taken at the ALC will be supported by the annual ALC program grant in the same manner as all other ALC learners when post-diploma courses are taken at an ALC.

- the courses which the learner takes at the high school will be funded under the Funding of Schools Program provisions for graduates taking post-diploma courses.
- *The Adult Learning Centres Act—General Regulation* (section 22) enables an ALC to charge tuition in the event that a learner who already has 4 post-diploma credits wishes to take additional credits.
- Marks for post-diploma credits will be submitted to Student Records by the ALC or high school at which the learner completed the course.

2. Non-graduate, enrolled as an ALC learner

- An under-age learner may attend an ALC exclusively if the following conditions are met:
 - The ALC must be able to provide the learner with appropriate courses to be applied towards a regular high school diploma.
 - In the initial assessment of the learner, the Education Director must be able to determine that the learner’s educational needs would best be served in the ALC environment.
- For funding purposes, these learners will be supported by the annual ALC program grant in the same manner as all other ALC learners.
- An under-age learner who is enrolled as an ALC learner may also attend a school for the purpose of taking a maximum of two credits per school year.
 - In this situation it will be at the discretion of the school division and the ALC to negotiate any transfer of funds that will occur.
- In this situation, the learner is considered to be a student of the ALC for the purpose of reporting marks. This means that, on completion of the course, the high school will report a mark to the ALC, and the ALC will be responsible for forwarding that mark to Student Records as a part of the regular mark reporting process. This process parallels the process for reporting summer school marks.

3. Non-graduate, enrolled in a high school

- An under-age learner who is enrolled and in attendance at a high school, and for whom the school division will receive grant monies from the Funding of Schools Program, may also attend an ALC for the purpose of taking a maximum of two credits per school year.

- In this situation, the school and the ALC must jointly decide that it will be in the best interests of the learner to attend the ALC for the specified courses.
- In this situation, the learner is considered to be a student of the high school for the purpose of reporting marks. This means that, on completion of the course, the ALC will report a mark to the high school, and the high school will be responsible for forwarding that mark to Student Records as a part of the regular mark reporting process. This process parallels the process for reporting summer school marks.
- In this situation it will be at the discretion of the school division and the ALC to negotiate any transfer of funds that will occur.

If you have any questions about this policy guide, please contact:

Adult Learning and Literacy

310 - 800 Portage Avenue

Winnipeg, Manitoba R3G 0N4

Telephone: (204) 945-4399 Fax: (204) 948-1008

Toll free: 1-800-282-8069, extension 4399



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