



SASKATOON
CHRISTIAN SCHOOL

HIGH SCHOOL COURSE CHANGE REQUEST FORM

One/student
Grades 10-12 Only

Work periods (WP) are for grade 11 & 12 students only. Course change deadlines may apply. DLC (Distance Learning Centre) courses will be paid for by SCS as the discretion of administration. DLC course information can be found at <https://www.saskdlc.ca/courses>.

STUDENT'S FIRST & LAST NAME:		SCHOOL YEAR YYYY-YYYY:	
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COURSE CHANGE(S) REQUESTED									
Changing from: (List full course name or WP)	Sem	Per	On-Campus	DLC	Changing to: (List full course name or WP)	Sem	Per	On-Campus	DLC
			☐	☐				☐	☐
			☐	☐				☐	☐
			☐	☐				☐	☐

GRADUATION REQUIREMENT ACKNOWLEDGEMENT
Please read and check the box below and sign the form to indicate your understanding and acceptance.
☐ I/We understand the minimum requirements needed to graduate secondary school in the province of Saskatchewan and take responsibility to ensure I/my student complete(s) the required courses. Requirements are found at https://www.saskatchewan.ca/residents/education-and-learning/credits-degrees-and-transcripts/high-school-credit-options .

COURSE DROP ACKNOWLEDGEMENT
Please read and check the box below and sign the form to indicate your understanding and acceptance.
☐ I/We understand that on-campus courses <u>are not officially dropped</u> until this form is signed by the student, his/her parent, and an Administrator. I/We understand that students are expected to attend all on-campus courses in which they are enrolled until the course(s) is/are officially dropped. Alternatively, students can be officially excused by a parent by following the SCS Absence Reporting Procedures until the course drop is completed.

DLC COURSE ACKNOWLEDGEMENT - Complete this section ONLY if you are adding a DLC course.
Please read and check the box below and sign the form to indicate your understanding and acceptance.
☐ I have read, understand, and agree to all 5 points of the DLC Course Acknowledgement on the back of this form.



Student Signature:	Date (YYYY-MM-DD):
Parent/Guardian Signature:	Date (YYYY-MM-DD):
Administrator Signature:	Date (YYYY-MM-DD):



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DLC COURSE ACKNOWLEDGEMENT

1. Payment Authorization

A *Single Payment Authorization Form* (available in the School Office) in the amount of \$500 per DLC course must accompany this request. Students will not be enrolled in DLC courses until the *High School Course Change Request Form* and the *Single Payment Authorization Form* have been received by the School Office.

2. Financial Responsibility

I/We understand that Saskatoon Christian School pays the tuition cost of approved DLC courses on behalf of students. I/We agree that the \$500 deposit/course will be processed if the student withdraws from, is removed from, or does not successfully complete the course for reasons that **the Principal determines were within the student's control**.

3. Examples of Circumstances Within the Student's Control

I/We understand that circumstances within the student's control include, but are not limited to:

- voluntarily withdrawing from the course after the applicable Sask DLC refund period ends
- being withdrawn or removed from the course by Sask DLC
- failing to participate or maintain reasonable progress in the course
- failing to complete or submit required coursework resulting in withdrawal, removal, or an incomplete course
- academic dishonesty, including plagiarism, cheating, unauthorized use of artificial intelligence, or other breaches of academic integrity that result in removal from, failure of, or inability to successfully complete the course
- any other circumstance within the student's control that prevents successful completion of the course

4. Exceptional Circumstances

I/We understand that this financial responsibility will not normally apply when the student is unable to complete the course due to documented medical circumstances or other exceptional circumstances approved by the Principal.

5. Ongoing Student Responsibilities

I/We understand that enrollment in a DLC course carries the same expectations for attendance, participation, communication, academic integrity, and timely completion of coursework as any course offered by Saskatoon Christian School. If concerns arise regarding the student's progress or ability to complete the course, I/we agree to communicate promptly with both the Sask DLC teacher and the SCS Principal. Students who do not meet these expectations may lose the privilege of enrolling in future DLC courses while attending Saskatoon Christian School.

The SCS Principal will determine the application of this agreement after considering all relevant information, including the circumstances leading to a student's withdrawal, removal, or failure to successfully complete the course.

This agreement remains in effect for the duration of the student's DLC course enrolment, including any SCS Principal-approved extension of the course completion timeline.