



This is an agreement between you (the student), NorQuest College and High School. The purpose of the agreement is to clearly state our shared responsibilities as you and the college and the district work together to support your success in your dual credit course(s)

### Student responsibilities

- You must attend all classes and be punctual. You must contact your college instructor if you will be absent or late
- You must meet course requirements
- You must abide by the code of conduct and academic policies of NorQuest College.  
For further information, go to <http://norquest.ca/resources-services.aspx>
- You should be proactive in identifying any specific learning needs you may have

### College and High School Responsibilities

- The instructor will provide you with the requirements for the course
- The college and the district will provide you with background information about the course, the program, and the requirements of the college
- The high school will work with you to identify learner pathways and plan your final years of high school
- The college will process your application and register you in the course(s) and request Alberta Education High School transcripts for admission if needed
- The college will provide you with feedback on your progress throughout the course. If you are encountering difficulties, the high school will be informed and school personnel will communicate with you and your parents/guardian
- The college will provide your final grade(s) to the high school. The school will record your grade(s) with Alberta Education for CTS credits

### Dual Credit Consent

\_\_\_\_\_ has expressed an interest in taking a NorQuest College course(s) as part of his/her high school program. If he/she is accepted into the course, he/she will earn, upon successful completion of the course, college credits and/or certificate and high school credits in Career and Technology Studies.

Course locations vary. Some courses are offered on site at the college, some may be at the high school, and some may be provided online or by video conferencing. Several delivery methods may be used for one dual credit course. Courses are offered according to the college schedule which means students may have to attend classes outside of the regular high school timetable.

Students will receive detailed information about the course from their college instructor once they have been accepted and registered for the course.

#### Part 1: Student

As a NorQuest College student, I understand I will be expected to follow the NorQuest College code of conduct and adhere to NorQuest college academic policies, including all safety guidelines and procedures. I understand I will be expected to meet college academic standards for the course. I also understand the necessity of being a good ambassador for NorQuest College, my high school and community. I give permission to NorQuest College to provide my marks to the high school so that the school can report my grades to Alberta Education for High School credits.

#### Part 2: Parent/Guardian

*Parent/Guardian permission is not required for students who are 18 years of age or older or considered an 'independent student'.*

I authorize my son's/daughter's participation as a NorQuest College student in the college course identified above and give my permission for the sharing of marks and transcripts.

#### DECLARATION OF APPLICANT AND PARENT/GUARDIAN

I acknowledge the FOIP statement, and verify that all information contained on this form is true and complete and that no relevant information has been withheld and that if I have misrepresented myself in any way my application for admission may be denied. I agree, if admitted to NorQuest College, to comply with the policies, rules and regulations of the College, or I may be withdrawn. I understand the use of the information that I have provided will be used in compliance with the FOIP legislation. If admitted to a collaborative program, I will abide by the rules and regulations of the collaborating institution. I also authorize NorQuest College to exchange my records with collaborating institutions.

NorQuest College reserves the right to refuse admission or cancel any admission ruling.

Student Name: \_\_\_\_\_

Student signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_