

Administrative Procedures Manual	Administrative Procedure 367
	Dual Credit Caution Fees
Page 1 of 1	APPROVED: June 2015
	AMENDED/REVIEWED: November 2023, April 2019, October 2018
LEGAL REFERENCE:	Section 13, 57 Education Act GPPSD Policy 1

Background

The focus on providing students opportunities to explore multiple career and learner pathways in 21st century schools within the frame of Alberta Education’s Inspiring Education policy and the High School Redesign project includes the provision for Dual Credit programming opportunities. The Provincial Dual Credit Framework gives students access to opportunities to personalize their high school experience and build on or discover their career passions and interests.

Under the dual credit program, GPPSD students will be able to take advantage of opportunities to participate in post-secondary opportunities to earn both high school and post-secondary credit. In order to ensure greater completion rates and to ensure GPPSD is able to sustain covering tuition costs for these courses, it is necessary to collect a refundable course completion caution fee.

Procedures

1. Students who are approved by their high school principal to take a dual credit opportunity will be required to complete the post-secondary registration process (forms available at their high school site) and pay the post-secondary registration fee and cover costs for any post-secondary Learning Resource Fees (LRF) for texts, materials and technology.
2. Post-Secondary tuition fees will be paid by GPPSD however, a refundable caution fee of \$300.00 will be required prior to dual credit registration. [Form 367-1 - Dual Credit Caution Fee Form](#) must be submitted with the payment made payable to the student’s high school.
3. Upon successful completion of the dual credit course, the caution fee will be refunded. In the event the student does not successfully complete the course or withdraws after allowed full refund withdrawal date, the school will retain the caution fee.