

 <p>Cree School Board Commission scolaire crie</p>	<h2>Policy on Admission to Adult Education Programs</h2>	
	<p>Department responsible: Sabtuan Adult Education Services Effective date: September 14, 2005 Amended on : March 17, 2014 and April 29, 2016 Approved by: Resolution #EC 2016-214</p>	
	<p>References:</p>	<ul style="list-style-type: none"> ▪ Council Policy Manual: Mega End, E2 and E4 and EL-1 ▪ Section 3 and paragraph 16.0.6 of the JBNQA
	<p><u>Other Policies:</u></p>	<ul style="list-style-type: none"> ▪ Harmonization of the Youth Sector and the Adult Sector (ADM-03) ▪ Code of Conduct for Sabtuan Adult Education Students (SAES-02) ▪ Implementation of JBNQA / PSSS-00

1) General provisions

[Purpose](#)

1.1. This Policy is intended to establish the rules applicable to the admission of individuals to Sabtuan Adult Education Services. Admission of students from the Youth sector is governed by the Policy on *Harmonization of the Youth Sector and the Adult Sector* (ADM-03).

[Definitions](#)

- 1.2. For the purposes of this Policy, the following words or expressions mean:
- a) **Applicant** : an individual who intends to study in a general education program or a vocational training program;
 - b) **Centre**: Sabtuan Regional Vocational Training Centre in Waswanipi or any other training centre;
 - c) **Cree Community**: one of the nine Cree Communities;
 - d) **Cree Public Entity**: the Cree Regional Authority, the GCC(EI), the Cree School Board, the Cree Board of Health and Social Services of James Bay, any Cree Band/First Nation incorporated under the *Cree-Naskapi (of Quebec) Act*; as well as any non-profit Cree entity recognized by the Cree School Board as a Cree public entity in the *Policy on the Implementation of the JBNQA*;
 - e) **Domicile**: place of the principal establishment where a person lives;
 - f) **Local Education Consultant**: the Education Consultant assigned to the community of origin or of the domicile of the applicant;
 - g) **MEES**: Ministère de l'Éducation et de l'Enseignement supérieur ;
 - h) **SAES**: Sabtuan Adult Education Services;
 - i) **Territory**: the area in Québec as defined in paragraph 1.16 of the JBNQA.

2) Eligibility

[Domicile](#)

2.1. An applicant may qualify to enroll in a program if he is domiciled in a Cree community.

[JBNQA Cree Beneficiary](#)

2.2. A JBNQA Cree Beneficiary who is not domiciled in a Cree Community may be eligible for a program if he:

- a) has been resident within the Territory for at least 183 consecutive days at any time during the 10 year period immediately prior to his application to the Program;

or

- b) has applied to a program which will be provided in a centre for a period of 90 consecutive calendar days or more and undertakes to reside within the Territory for the duration of said program.

Applicants domiciled out of the Territory while employed by a Cree Public Entity and relocated for their employment out of the Territory will be presumed to have been resident within the Territory for their period of employment with such Cree Public Entity. Children of employees of Cree Public Entities who have not reached the age of majority (18 years of age) will be presumed to have the same residence as that of the parent with whom they reside.

[General Education Program](#)

2.3. To be eligible for a General Education Program, an applicant must meet both of the following conditions:

- a) be at least 16 years old of age on June 30th preceding his admission;
- b) not be registered in the youth sector.

[Vocational Training Program](#)

2.4. To be eligible for a Vocational Training Program, an applicant must meet one of the following conditions:

- a) hold a Secondary School Diploma (SSD) and meet the requirements for admission to the program established by MEES;

or

- b) be at least 16 years of age on September 30 of the school year in which vocational training is to begin, meet the requirements for admission to the program, and not be registered in the youth sector on September 30;

or

- c) be 18 years of age or over and have the functional prerequisites prescribed for admission to the program;

or

- d) have earned Secondary III credits in language of instruction, second language and mathematics in the programs of study established by the Minister and who will continue their general education courses concurrently with their vocational training in order to obtain the Secondary IV credits they are missing among the following: language of instruction, second language and mathematics in the programs of study established by the Minister.

*Adapted from Chapter 7 of the MEES administrative Document
SERVICES AND PROGRAMS OF STUDY / Vocational Training 2012-2013*

Handling of Special Cases

[Authorized withdrawal](#)

2.5.1 A student who wishes to be granted an authorized withdrawal must:

- a) meet with his Local Education Consultant to discuss his withdrawal;
- b) provide formal notification clearly indicating the reasons for his withdrawal.

2.5.2 This letter must be forwarded to the Coordinator of Adult Education – Administrative Services for review. When reasons are deemed appropriate an official letter will be sent to the student reflecting that authorized withdrawal has been granted.

Any student granted authorized withdrawal is eligible to re-apply at any time.

[Unauthorized withdrawal](#)

2.6. Any student who chooses to abandon a Sabtuan Adult Education Program without authorization will be considered as an unauthorized withdrawal. He will not be able to register for another program under SAES for a period of 1 year after the end date of the Program.

[Expulsion](#)

2.7. Any student who is expelled from a Sabtuan Adult Education Program will not be able to register for another program under SAES for a period of 2 years after the date of expulsion.

3) Application Process

[Submission](#)

3.1. An applicant must provide the following documents to the Local Education Consultant:

- a) a completed application form;
- b) copy of the most recent official transcript (relevé de notes);
- c) previous secondary report cards;
- d) original long form birth certificate (will be returned to the applicant);
- e) copy of the Social Insurance Number AND Health Insurance card;
- f) any other documents required for a specific program as described in the *Guide for Conditions of Admission – SAES* (ex: driver's licenses, medical, etc.);
- g) letter of application specifying the applicant's goals and motivation.

[Deadlines](#)

3.2. The application deadlines are:

- a) General Education: March 1st for the next school year;
- b) Vocational Training Programs: 8 weeks before the official starting date of a Program.

Applications received after the deadline may be considered only if space is available.

[Transfer](#)

3.3. Students will not be permitted to transfer from one program to another without prior recommendation from the Local Education Consultant where the program is being offered and approval from the concerned Coordinator of the Program. When the program has already started, such request must be done within the first 2 weeks.

4) Selection / Decision

[Prioritization](#) **4.1.** When the number of candidates meeting entry conditions exceeds the number of places available in a Vocational Training program, a Selection Committee¹ will be formed to review applications and select candidates. Additional selection criteria will be applied; including but not limited to: strength of the academic record, attendance history, career plan, and/or prior work experience.

[Letters of acceptance](#) **4.2.** Each candidate selected by the committee will be sent a letter of acceptance, by the Coordinator of Adult Education – Administrative Services.

[Response](#) **4.3.** The candidate must respond to the letter of acceptance. If no reply is received by the due date specified in said letter of acceptance, the offer will be revoked.

The next available candidate on the wait list will then be sent a letter of acceptance.

[Letters of admission](#) **4.4.** At the beginning of any program each candidate will be sent a letter of admission.

5) Application of this Policy

[Previous provisions](#) **5.1.** The present Policy replaces all other Policies of the Board pertaining to this subject, while respecting the Council of Commissioners Policies/Ends where applicable.

[Official version](#) **5.2.** The official version of this Policy is kept by the Secretary-General of the Board.

[Responsibility](#) **5.3.** Any person referred to in this Policy must abide by all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected.

The Director of Sabtuan Adult Education Services is the person responsible for providing support in the interpretation of this Policy and to ensure its revision when necessary.

¹ The Selection Committee is composed of Education Consultants, a manager and others, when required.