



MEMORANDUM OF UNDERSTANDING

QUALICUM SCHOOL DISTRICT (SD69) AND NORTH ISLAND COLLEGE (NIC) 2023 - 2025

Purpose

The purpose of this Memorandum of Understanding (MOU) is to acknowledge that Qualicum School District (SD69) and North Island College (NIC) wish to enter into a partnership to work more collaboratively and create opportunities for SD69 students to transition from secondary to post-secondary education and, as resources permit, to develop and deliver dual credit courses and programs.

Principles of Collaboration

SD69 and NIC agree to collaborate to ensure a successful student transition to post-secondary education. In so doing, both institutions will observe the following principles:

- Communication between parties will be purposeful, open and regular;
- The needs of learners are paramount;
- The autonomy of each institution will be respected, including recognition and respect for the educational values, policies, dispute resolutions, collective agreements, strategic plans and operational processes of each;
- The division of resources to support this activity will be equitable; and
- Course or program rigor, and safety will not be compromised; therefore, SD69 students will be expected to work under the same policies and performance expectations as any other NIC postsecondary student.

Objectives of the Partnership

The Partnership will aim to:

- Enhance academic success and transition for secondary school students moving to a post-secondary environment;
- Formalize the intention of both institutions to work together in supporting dual credit students;
- Where viable, coordinate courses or programs that provide dual credit towards secondary school graduation and trades certification or other postsecondary credentials.



Terms of Agreement

It is understood that this MOU in no way binds either party to deliver on the objectives of this partnership if there is inadequate enrollment to offer and run specific dual credit courses or programs at North Island College.

Commencement/Expiration Date

This Memorandum of Understanding is executed as of the date of last signature and is valid until September 01, 2025 at which time it may be renewed with the agreement of both parties. Either party may terminate this agreement, without cause, by giving six months written notice to the other party. Termination shall be deemed to be effective upon completion of the courses underway at the time of notification.

Signed:

School District No. 69 (Qualicum)



Name: Dr. Peter Jory

Position: Superintendent of Schools/CEO

Signature:

Date: December 21, 2023

North Island College



Name: Tony Bellavia

Position: Vice-President, Academic

Signature:

Date: March 5, 2024



Appendix A Services and Financial Agreement

The following services and financial arrangements apply to the 2023 – 2025 academic years. These will be reviewed and amended as mutually agreed upon on a regular basis throughout the life of this agreement.

North Island College agrees to:

- Work in collaboration with SD69 to review and identify dual credit programming in trades; *
- Deliver University Studies and other identified courses each academic year at the Comox Valley campus. Provide assessment and registration services to SD69 students; * **
- Provide access to Advising, Department of Accessible Learning Services and Library & Learning Commons Services

*Final schedule for courses will be determined in consultation with SD69

** In exceptional cases additional courses can be added by mutual agreement

Qualicum School District agrees to:

- Arrange and support learners in completing the admission process:
 - Students with documented disabilities and/or an Individual Education Plan (IEP) should be encouraged to connect with NIC's Department of Accessible Learning Services (DALs) a minimum of one month prior to the course or program start date;
 - Most accommodations can be organized within one month prior to the course/program start date. Please note that more time may be needed for some accommodations (i.e., ASL interpreters);
- Promote the above noted courses in each secondary school course selection guide with an aim to achieve the targeted enrollment goals.
- Identify course offerings for each new academic year by the end of June in the previous academic year



Registration and Financial agreement:

If targeted enrolment for each course is not achieved by the end of November or two months in advance of course commencement, one or both the following could occur:

- (1) NIC will open remaining seats within each course to the general NIC student body, and/or;
- (2) In consultation with SD69, a decision will be made to either cancel the course or move it to a subsequent semester (if appropriate and feasible). This decision will be taken as early as possible to mitigate disruption. While every effort will be made to run a scheduled course, the College reserves the right to cancel a course should unforeseen or extenuating circumstances compromise or inhibit its delivery.
 - SD69 students will pay all associated course and program costs at the same rate as other NIC students, as applicable, including the following: tuition; assessment fees (where required); NISU fees, learner resource fees; and course books/supplies, (Including shipping)
 - Accommodation supports already provided by the SD69 will be continued by SD69 while the student is at NIC, or SD69 will fund/reimburse NIC to allow NIC to continue to provide these supports. NIC will assume the costs associated with accommodated exams

Both Parties agree to:

- Meet on an annual basis to review this memorandum of understanding;
- Continuously engage in planning discussion throughout each calendar year for the purpose of informing planning spanning the trades and university studies.