

LinK38 DUAL CREDIT APPLICATION

(For Course taken Fall 2026 – Sept - Dec)


***DEADLINE to Apply: TUESDAY, MAY 26TH, 2026**

*Submit application to the SD38 Career Programs – c/o Learning Services @ Cambie Secondary School (in person or by email to careerprograms@sd38.bc.ca)

BENEFITS TO STUDENTS

- ❖ TUITION PAID by Richmond School District #38
- ❖ EARN DUAL CREDITS – high school credits toward graduation + post-secondary credits
- ❖ GET AHEAD with your post-secondary studies while in high school

STUDENT ELIGIBILITY CHECKLIST:

- Must be a Canadian Citizen or Permanent Resident. (If PR, must be valid and not expire during program.) International students are not eligible to apply.** 
- Only current grade 11 students may apply to take in grade 12 (September this year).
- Course selected MUST directly correspond with applicant's post-secondary career transition pathway (i.e. be a course or equivalent course that student will take in their first-year post-secondary program)
- Demonstrated excellent attendance, punctuality, (written/oral) communication and organizational skills
- Keen interest in career area supported by course for which student is applying
- Demonstrates initiative, commitment and maturity for success in this post-secondary course
- Excellent organizational and interpersonal skills with ability to effectively work in a team
- Recommended "C+" or higher in a Math 11 and a Language Arts 11
- Strong English language skills to support success with program readings/assignments
- Able to cover costs for program participation (e.g. textbooks, school fees, transportation etc.)

COURSE INFORMATION:

- Applicant selects only one KPU course from list found in this application (not from KPU website)
- Delivery model dependent on course selected: may be in-person, on-line or hybrid delivery. In-person course runs 4:00-7:00pm one night/week September –December (day of week varies based on course)
- In-person courses will be at Kwantlen Polytechnic University – Richmond Campus
- Student must be available for the entire course**
- Course tuition is covered by Richmond SD38; student is responsible for course textbook(s)
- If successful, student earns one Gr. 12 elective course (4 credits) + KPU post-secondary credits (3)
- Students wishing to take a course not found on this year's LinK38 course list may do so on their own (at own cost) via "Concurrent Students" at KPU

**** Please tear off this sheet before submitting application. ****

**** KEEP A COPY OF THIS APPLICATION FOR YOUR RECORDS**

LinK38 APPLICATION CHECKLIST FOR SUBMISSION

(Please do not submit application until all below are checked off and enclosed.)

STEP 1 – APPLICATION CHECKLIST	Page	Completed and Enclosed
1. Completion of all checklists for Steps 1 and 2 on this page	2	<input type="checkbox"/>
2. Applicant Information page <i>(include application date and school year applying for)</i>	3	<input type="checkbox"/>
3. Statement of Interest and Intent <i>(thoughtfully complete; do rough draft prior to completing the form)</i>	4	<input type="checkbox"/>
4. Proficiency Self-Assessment Form	5	<input type="checkbox"/>
5. LinK38 Dual Credit Application Contract <i>(signed by applicant, parent/guardian and counsellor)</i>	6	<input type="checkbox"/>
6. Teacher Reference Form #1 <i>(teacher, counsellor or administrator completes and sends to Career Programs)</i>	7	<input type="checkbox"/>
7. Teacher Reference Form #2 <i>(a 2nd teacher, counsellor or administrator completes and sends to Career Programs)</i>	9	<input type="checkbox"/>
8. KPU High School Dual Credit Application for Admission (SUBMIT TO CAREER PROGRAMS – NOT TO KPU)	---	<input type="checkbox"/>
9. ATTACH (if applicable) both sides Permanent Resident Card – MUST BE VALID & NOT EXPIRE DURING COURSE	---	<input type="checkbox"/>

STEP 2 – SEE COUNSELLOR TO ATTACH THE FOLLOWING:	Page	Completed and Enclosed
1. ATTACH Most recent Learning Update/Report Card	---	<input type="checkbox"/>
2. ATTACH BC Diploma Verification Report	---	<input type="checkbox"/>
3. ATTACH Up-to-date Attendance Profile	---	<input type="checkbox"/>
4. Indicate Ministry of Ed Special Education Category if Applicable: <i>Ministry Code: _____ Code Identification is for: _____ <input type="checkbox"/> Not Applicable</i>	---	<input type="checkbox"/>
5. IEP MUST be ATTACHED if applicable: <input type="checkbox"/> Not Applicable <i>(if applicable, check box in right column)</i>	---	<input type="checkbox"/>

Submit completed application (with all attachments) to the
Career Programs Office in person at Cambie Secondary – Learning Services OR
by email to careerprograms@sd38.bc.ca

After Application is Submitted...

- ❖ Career Programs sends email acknowledging receipt of application and informing applicant of any missing components. (Check your junk mail.)
- ❖ If successful with the above, notification of acceptance will be sent to applicant in early June.
- ❖ The Career Programs Office will arrange for KPU orientation and for students to register in their LinK38 course.

As seats are limited, completion of application does NOT guarantee acceptance into the KPU course.

****ONLY COMPLETE APPLICATIONS WILL BE PROCESSED****

**PLEASE KEEP A COPY OF THIS APPLICATION
FOR YOUR RECORDS**

LinK38 DUAL CREDIT APPLICATION – FALL 2026

(Apply NOW – due May 26, 2026)

Date of Application Completion (MM/DD/YYYY): _____ / _____ / _____

PLEASE PRINT CLEARLY

STUDENT INFORMATION

Name: _____ Current Grade: _____
First Middle Last

Mailing Address: _____

City/Prov: _____ Postal Code: _____ Home Phone: _____

Home School: _____ Grad Date (mm/yy): ____ / ____ School Counsellor: _____

PEN #: _____ Age: _____ Birthdate (DD/MM/YYYY): _____ / _____ / _____

Canadian Citizen: YES NO Permanent Resident: YES NO Aboriginal: YES NO

Student Email: _____ Student Cell: _____

Parent/Guardian Info: Email: _____ Cell: _____

Applicant's Signature: I certify that all statements in this application package are true and complete.

Date: _____ Signature: _____

LinK 38 DUAL CREDIT COURSE APPLYING FOR and MY INTENDED CAREER PATHWAY:

The KPU LinK38 Course for which you are applying **MUST** be a required course for the post-secondary program you intend to pursue after graduation. The program must lead toward a specific future career or occupation pathway. (e.g. If Engineering is your intended future career pathway, you would not be eligible to take Accounting, as it is not a require course for an engineering degree. Another example is to take Design, your intended degree major would need to be in this area.)

Please review the available LinK38 KPU course options at the back of this package and select the course you intend to apply for:

- KPU course I am applying to take: _____ Course Code: _____
- My intended career pathway or degree I intend to study _____
- Post-Secondary School where my post-secondary course is offered: _____

In Partnership with:



For Career Programs Office Use Only:

Application Received Date: _____ Entered into Database (date): _____

Application Complete Missing Items _____

APPLICANT STATEMENT OF INTEREST and INTENT

Applicant FULL Name: _____ Program or Course: _____

**** To only be COMPLETED by the STUDENT APPLICANT** (answer thoroughly and thoughtfully)**

1. What has motivated you to apply for this program /course while still in high school? (e.g. going into field)

2. At this time, what is your intended career pathway and/or post-secondary program of interest after high school? Explain how taking this course/program will support your current post-secondary plan.

3. Describe your knowledge, skills and attributes that will support your achievement as you complete your selected Kwantlen Polytechnic University course work.

4. Success in this course requires you to be very organized. Describe organizational strategies that you find to be helpful for your success in school.

5. What aspects of attending university do you believe will be the most challenging for you and how do you plan to address/manage those challenges?

6. This course is one night a week from September – December. (It may be in-person at KPU Richmond, or hybrid). Please comment on your commitment and whether you have any conflicts. **Attendance is very important to your success in this course.**



SD38 APPLICANT PROFICIENCY SELF-ASSESSMENT FORM

I understand the expected commitment for the duration of this post-secondary course (schedule) and that it requires my attendance for all classes with KPU Richmond. This self-assessment will assist in determining my suitability and readiness for this post-secondary dual credit program.

Please indicate **by circling** your proficiency for this post-secondary dual-credit program:

CORE COMPETENCIES	Proficiency Scale				
		Emerging	Developing	Proficient	Extending
		I demonstrate an INITIAL understanding of the concepts and competencies.	I demonstrate a PARTIAL understanding of the concepts and competencies.	I demonstrate a COMPLETE understanding of the concepts and competencies.	I demonstrate a SOPHISTICATED understanding of the concepts and competencies.
Communication <ul style="list-style-type: none"> I can understand and share information about a topic in an organized way (e.g. contribute to class discussion, take initiative) I work with others to achieve a common goal I can represent my learning, and tell how it connects to my experiences and values 		<i>"I am just getting started and learn best with help."</i>	<i>"I am beginning to do more and more on my own."</i>	<i>"I can do it on my own."</i>	<i>"I go beyond what is expected of me."</i>
Creative Thinking <ul style="list-style-type: none"> I generate new ideas or build on other people's ideas, to create new things within the constraints of a form, a problem, or materials I can build on others' ideas, add new ideas of my own, or combine other people's ideas to create new options or solve problems 		<i>"I am just getting started and learn best with help."</i>	<i>"I am beginning to do more and more on my own."</i>	<i>"I can do it on my own."</i>	<i>"I go beyond what is expected of me."</i>
Critical Thinking <ul style="list-style-type: none"> I actively listen to others and analyze evidence from different perspectives I can ask questions and gather information I can consider more than one way to proceed in an investigation or scenario 		<i>"I am just getting started and learn best with help."</i>	<i>"I am beginning to do more and more on my own."</i>	<i>"I can do it on my own."</i>	<i>"I go beyond what is expected of me."</i>
Personal Awareness and Social Responsibility <ul style="list-style-type: none"> I can use strategies that help me manage my feelings and emotions I can persevere with challenging tasks I can clarify issues, generate strategies, weigh consequences, compromise to meet the needs of others, and evaluate actions 		<i>"I am just getting started and learn best with help."</i>	<i>"I am beginning to do more and more on my own."</i>	<i>"I can do it on my own."</i>	<i>"I go beyond what is expected of me."</i>
Positive Personal and Cultural Identity <ul style="list-style-type: none"> I can explain what my values are and how they affect the choices I make I can understand I will continue to develop new abilities and strengths to help me meet new challenges I can reflect on my strengths and identify my potential as a leader in my community 		<i>"I am just getting started and learn best with help."</i>	<i>"I am beginning to do more and more on my own."</i>	<i>"I can do it on my own."</i>	<i>"I go beyond what is expected of me."</i>

Based on my self-assessment I rank my overall proficiency and readiness for this program as (check one):

- Fully Ready
 Somewhat Ready
 Could be Ready (with some support)

Additional Comments: _____

Student FULL Name: _____ Student Signature: _____



LinK38 DUAL CREDIT APPLICATION CONTRACT

FOR ALL TO READ BEFORE SIGNING:

- We understand that Richmond SD38 pays the cost of tuition for this course and that students are responsible for the cost of required fees, materials, textbooks, transportation to KPU etc.
- We understand that in-person courses will be at Kwantlen Polytechnic University – Richmond Campus.
- We understand that the delivery model is dependent on the KPU course selected: may be in-person, on-line or hybrid delivery. In-person course runs 4:00-7:00pm one night/week September –December (day of week varies based on course selected).
- We understand that a vacation may not be taken during the scheduled course and that excellent attendance is required.
- We understand that the course grades (incl. withdrawals) earned in this DUAL CREDIT program will be placed on the student’s high school record and be part of both their secondary and post-secondary academic history.
- If successful, student earns one Gr. 12 elective course (4 credits) + KPU post-secondary credits (3)
- Students wishing to take a course not found on this year’s LinK38 course list may do so on their own (at own cost) via “Concurrent Students” at KPU

APPLICANT DECLARATION

- I agree to the above statements and conditions of the program, including the program schedule and commitment.
- I am able to commute to the program post-secondary school campus location.
- I give permission for the post-secondary school instructors and the SD38 Career Programs Office to share information regarding course progress, attendance and behaviour.
- I certify that all statements in this application package are true.

Student Printed Name: _____

Date: _____

Student’s Signature: _____

PARENT/GUARDIAN DECLARATION

- I agree to the above statements and support my child’s participation in this dual credit program/course.
- I understand my child will be in a class with adults during this post-secondary program/course.
- I understand this application may be shared with the post-secondary instructors of the applicable program for which the student is applying.

Parent/Guardian Printed Name: _____

Date: _____

Parent/Guardian’s Signature: _____

HIGH SCHOOL COUNSELLOR DECLARATION

- I have read the above statements and support this student’s application for this dual credit program/course.
- I have verified this student meets the program requirements as found on the Career Programs website.

Counsellor Printed Name: _____

Date: _____

Counsellor’s Signature: _____

PRINCIPAL/VICE-PRINCIPAL APPROVAL

- If selected, the Career Programs Office may contact your school’s administrator to confirm approval

Student FULL Name: _____ Program/Course Applied for: _____

When completing, bear in mind that this student has applied to take a rigorous college-level course and will be in class with adults (may be the only high school student in the class).

Please check the following attributes as:

	Emerging	Developing	Proficient	Extending →
--	----------	------------	------------	--

- | | | | | |
|---|-------|-------|-------|-------|
| 1. Demonstrated passion/aptitude for this field | _____ | _____ | _____ | _____ |
| 2. Maturity | _____ | _____ | _____ | _____ |
| 3. Accuracy / ability to follow instructions | _____ | _____ | _____ | _____ |
| 4. Enthusiasm and interest | _____ | _____ | _____ | _____ |
| 5. Adaptable - adjusts to new situations | _____ | _____ | _____ | _____ |
| 6. Follows through on assigned tasks | _____ | _____ | _____ | _____ |
| 7. Attendance | _____ | _____ | _____ | _____ |
| 8. Punctuality | _____ | _____ | _____ | _____ |
| 9. Shows motivation to learn new skills | _____ | _____ | _____ | _____ |
| 10. Can work independently | _____ | _____ | _____ | _____ |
| 11. Has positive attitude towards work | _____ | _____ | _____ | _____ |
| 12. Accepts constructive criticism | _____ | _____ | _____ | _____ |
| 13. Makes changes as a result of constructive criticism | _____ | _____ | _____ | _____ |

14. As a candidate for this dual credit program/course I would rate this student as: (circle the most appropriate)

1	2	3	4	5
NOT SUITABLE		SUITABLE		EXCEPTIONALLY SUITABLE

15. Could this student be counted on to represent Richmond SD38 favourably in this post-secondary setting?

YES _____ POSSIBLY _____ NO _____

16. Do you feel this student has a sincere interest in this District Dual Credit program/course?

YES _____ POSSIBLY _____ NO _____

17. Please **PROVIDE COMMENTS** that will aid in the selection of appropriate candidates.

Teacher Evaluation Completed by: Teacher please **SEND DIRECTLY** to careerprograms@sd38.bc.ca or put in school mail c/o Career Programs Office Cambie Secondary - **due May 26th**

Teacher Name: _____ Signature: _____

Subject Area(s): _____ Years Known Student: _____

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Student FULL Name: _____ Program/Course Applied for: _____

When completing, bear in mind that this student has applied to take a rigorous college-level course and will be in class with adults (may be the only high school student in the class).

Please check the following attributes as:

	Emerging	Developing	Proficient	Extending
--	----------	------------	------------	-----------

- | | | | | |
|---|-------|-------|-------|-------|
| 1. Demonstrated passion/aptitude for this field | _____ | _____ | _____ | _____ |
| 2. Maturity | _____ | _____ | _____ | _____ |
| 3. Accuracy / ability to follow instructions | _____ | _____ | _____ | _____ |
| 4. Enthusiasm and interest | _____ | _____ | _____ | _____ |
| 5. Adaptable - adjusts to new situations | _____ | _____ | _____ | _____ |
| 6. Follows through on assigned tasks | _____ | _____ | _____ | _____ |
| 7. Attendance | _____ | _____ | _____ | _____ |
| 8. Punctuality | _____ | _____ | _____ | _____ |
| 9. Shows motivation to learn new skills | _____ | _____ | _____ | _____ |
| 10. Can work independently | _____ | _____ | _____ | _____ |
| 11. Has positive attitude towards work | _____ | _____ | _____ | _____ |
| 12. Accepts constructive criticism | _____ | _____ | _____ | _____ |
| 13. Makes changes as a result of constructive criticism | _____ | _____ | _____ | _____ |

14. As a candidate for this dual credit program/course I would rate this student as: (circle the most appropriate)

1	2	3	4	5
NOT SUITABLE		SUITABLE		EXCEPTIONALLY SUITABLE

15. Could this student be counted on to represent Richmond SD38 favourably in this post-secondary setting?

YES _____ POSSIBLY _____ NO _____

16. Do you feel this student has a sincere interest in this District Dual Credit program/course?

YES _____ POSSIBLY _____ NO _____

17. Please **PROVIDE COMMENTS** that will aid in the selection of appropriate candidates.

Teacher Evaluation Completed by: Teacher please **SEND DIRECTLY** to careerprograms@sd38.bc.ca or put in school mail c/o Career Programs Office Cambie Secondary - **due May 26th**.

Teacher Name: _____ Signature: _____

Subject Area(s): _____ Years Known Student: _____

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KPU Dual Credit Course Options – Fall 2026

LinK38 Course List – Richmond Campus Faculty of Arts

ENGL 1100 - Introduction to University Writing

In this introductory university writing course, students will develop their abilities in critical reading, analysis, critical thinking, and clear written expression. Through selected readings and a variety of media, students will explore, assess, and respond to arguments and issues from across disciplines and relevant to contemporary cultures. This course will also introduce students to research methods, including finding, evaluating, integrating, and documenting sources.

Course	Instructional Method	Campus	Session Dates	Days	Time
ENGL 1100	In-Person	Richmond	Sept - Dec	Tuesday	4:00 to 6:50 pm
ENGL 1100	In-Person	Richmond	Sept - Dec	Thursday	4:00 to 6:50 pm

PSYC 1100 – Introduction to Psychology: Basic Processes

Students are introduced to topics related to basic psychological processes, such as the biological basis of behaviour, sensation and perception, states of consciousness, learning, memory and intelligence. Students also examine the historical and philosophical contexts behind the development of psychology and the research methods used by psychologists. Students learn through lecture, peer interactions, multimedia, and other learning activities.

Course	Instructional Method	Campus	Session Dates	Days	Time
PSYC 1200	In-Person	Richmond	Sept - Dec	Tuesday	7:00 to 9:50 pm

PSYC 1200 – Introduction to Psychology: Areas and Applications

Students are introduced to topics related to applications of psychological processes, such as motivation, emotion, theories of personality, development over the life span, the psychology of health and well-being, psychological disorders, approaches to treatment and therapy, and principles of social and cultural psychology. Students also will learn about the research methods used by psychologists. Students learn through lecture, peer interactions, multimedia, and other forms of active learning.

Course	Instructional Method	Campus	Session Dates	Days	Time
PSYC 1200	In-Person	Richmond	Sept - Dec	Tuesday	1:00 to 3:50 pm

Wilson School of Design

FDIT 1120 – Design Foundations for Interactive Applications

Students will learn relevant digital design and prototyping tools to create visual assets for front-end development, applying best practices for file management. They will develop a foundation in visual literacy by applying the elements and principles of design to creative exploration for user interface contexts. Students will further learn techniques for lateral thinking and practical approaches to understanding and responding to project briefs.

Course	Instructional Method	Campus	Session Dates	Days	Time
FDIT 1120	In-Person	Blended*	Sept - Dec	Tuesday	5:00 to 7:50 pm

*Blended: Half in-person and half online

FDIT 1130 – User Interface (UI) Foundations

Students will learn the principles of user interface (UI) design to strengthen their understanding of the relationship between UI design and UI (front-end) development. They will apply visual design principles, heuristics evaluations, and systems-based problem-solving to front-end design challenges. Students will further learn how to prototype and document common UI patterns as part of a shared design system.

Course	Instructional Method	Campus	Session Dates	Days	Time
FDIT 1130	In-Person	Blended*	Sept - Dec	Thursday	5:00 to 7:50 pm

*Blended: Half in-person and half online

FDIT 1140 – User Experience (UX) Foundations

Students will be introduced to the principles of user experience (UX) design, including design research methodologies, user flows, site architecture, prototyping, and user personas and their relationship to product design decisions. They will better understand the end-to-end workflows associated with interactive applications, from concept to launch, as well as the opportunities for front-end developers to collaborate on successful project delivery.

Course	Instructional Method	Campus	Session Dates	Days	Time
FDIT 1140	In-Person	Blended*	Sept - Dec	Monday	5:00 to 7:50 pm

*Blended: Half in-person and half online

DESN 1100 – Design Processes, Methods and Materials

Students will study basic design processes, methods and materials common to a variety of design disciplines. They will plan, produce and present creative solutions to design problems in two and three dimensions. Along with technical skills, students will be introduced to the fundamental elements and principles of design as they apply to a variety of projects. This course is equivalent with FIND 1100. Students may earn credit for only one of these courses.

Course	Instructional Method	Campus	Session Dates	Days	Time
DESN 1100	In-Person	Richmond	Sept - Dec	Monday	4:00 to 6:50 pm

Melville School of Business

ACCT 1110 – Introductory Financial Accounting I

Students will learn to prepare financial statements using Canadian Generally Accepted Accounting Principles (GAAP). Students will be introduced to the accounting cycle, accrual accounting concepts, and the asset side of the balance sheet, specifically cash, receivables, inventory, and long-lived assets for service and merchandising companies operating as a sole proprietorship. This course is designed to be followed by [ACCT 1210](#), which covers the liabilities and equity side of the balance sheet as well as partnerships and corporations.

Course	Instructional Method	Campus	Session Dates	Days	Time
ACCT 1110	In-Person	Richmond	Sept - Dec	Thursday	4:00 to 6:50 pm

BUQU 1130 – Business Mathematics

Students will learn methods, procedures and applications of business mathematics, including the mathematics of merchandising, simple interest, and compound interest. Applications include discounts and markups, cost-volume-profit, short-term and long-term loans, credit card debt, savings and payment plan annuities, mortgages, bonds and investment decisions. Note: This course is equivalent with ACCT 1130. Students may earn credit for only one of these courses.

Course	Instructional Method	Campus	Session Dates	Days	Time
BUQU 1130	In-Person	Richmond	Sept - Dec	Wednesday	4:00 to 6:50 pm

BUSI 1250 – Human Resource Management I

Effective human resource management practices are a cornerstone for building an employee experience where organizations, teams, and individuals can flourish. In this course, students will learn a strategic approach to human resources management, with an emphasis on current management practices relating to inclusive workplaces and employee rights that provides a foundation for organizational success. Students will study and practice HR approaches and procedures such as HRM planning, recruiting, selection, employee relations, labour relations, performance management, compensation, training and development, and health and safety.

Course	Instructional Method	Campus	Session Dates	Days	Time
BUSI 1250	In-Person	Richmond	Sept - Dec	Monday	4:00 to 6:50 pm