

ACADEMIC DUAL CREDIT APPLICATION

(For programs/courses taking place in 2026-2027 School Year)

***EXTENDED DEADLINE: TUESDAY, MAY 5TH, 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)

THIS EXTENSION APPLICATION IS ONLY FOR: (SELECT ONE when completing page 3.)

Biomedical & Health Science Program KPU Surrey
Business Program KPU Surrey


This form is NOT FOR the KPU LinK38 Course or KPU STRIVE Course.

Each of these will have their own distinct application. Schools will be notified when these are available (and they will be posted on the Career Programs website <https://careerprograms.sd38.bc.ca>).

BENEFITS TO STUDENTS

- ❖ **EARN YOUR FIRST SEMESTER** of university in high school
- ❖ **TUITION PAID** by Richmond School District #38
- ❖ **EARN DUAL CREDITS** – high school credits toward graduation + post-secondary credits
- ❖ **EARN EMPLOYABILITY SKILLS / EARNING POTENTIAL**
- ❖ **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 for these two programs.** 
- Only grade 11 students may apply to take in grade 12
- Has a good attendance and punctuality record
- Meets (or currently be completing) all program pre-prerequisites for which student is applying
- Keen interest in career area supported by course or program for which student is applying
- Readiness/maturity for participation in a post-secondary environment
- Ability to commute to post-secondary campus location
- 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.)

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

KEEP A COPY OF THIS APPLICATION FOR YOUR RECORDS

UNDERSTANDING THE KPU PROGRAM FOR WHICH YOU ARE APPLYING (Select one)

- Prior to applying, read specific program page on the Career Programs website:
<https://careerprograms.sd38.bc.ca/our-programs>
- Must apply in Grade 11 and take in Grade 12
- Student earns post-secondary credit + high school elective credits as indicated below

Biomedical & Health Science Program - KPU full-time	Business Program - KPU full-time
<p>Length: February – June at KPU Surrey Campus (72nd Avenue) (Student attends home school in Sem 1)</p> <p>Dual Credits: Four Gr. 12 courses (16 credits)</p> <p>KPU Courses Taken in Program:</p> <ul style="list-style-type: none"> • <i>BIOL 1150 – Human Anatomy and Physiology I</i> • <i>BIOL 1250 – Human Anatomy and Physiology II</i> • <i>PSYC 1100 – Intro to Psychology</i> • <i>ENGL 1100 – Intro to University Writing</i> <p>Admission Requirements: (prior to program start)</p> <ul style="list-style-type: none"> - On track to meet all Grade 12 grad requirements - Completion of Language Arts 12 (min. C+), Biology 11 (min. “B”) AND Chemistry 11 (min. “B”) - Biology 12 and Chemistry 12 recommended <p>If accepted, must:</p> <ul style="list-style-type: none"> - Understand student does not get Spring Break holiday - Have a keen interest in Biomedical & Health Sciences 	<p>Length: February – June at KPU Surrey Campus (72nd Avenue) (Student attends home school in Sem 1)</p> <p>Dual Credits: Four Gr. 12 course (16 credits)</p> <p>KPU Courses Taken in Program:</p> <ul style="list-style-type: none"> • <i>MRKT 1199 - Intro to Marketing</i> • <i>CMNS 1140 – Intro to Professional Communications</i> • <i>BUSI 1215 – Organizational Behaviour</i> • <i>ACCT 1110 – Intro to Financial Accounting</i> <p>Admission Requirements: (prior to program start)</p> <ul style="list-style-type: none"> - On track to meet all Grade 12 grad requirements - Completion of Language Arts 12 (min. C+) - Completion of Business elective course(s) recommended <p>If accepted, must:</p> <ul style="list-style-type: none"> - Understand student does not get Spring Break holiday - Have a keen interest in business studies

PRIOR TO APPLYING STUDENT MUST... <https://careerprograms.sd38.bc.ca/>

- ❖ VISIT the SD38 Career Programs website page that is specific for the program they wish to take.
Go to PROGRAMS tab drop down menu to find the program.

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.	Applicant Information page <i>(include application date and school year applying for)</i>	3	<input type="checkbox"/>
2.	Completion of all checklists for Steps 1, 2 and 3 on this page	4	<input type="checkbox"/>
3.	Statement of Interest and Intent <i>(thoughtfully complete; do rough draft prior to completing the form)</i>	5	<input type="checkbox"/>
4.	Proficiency Self-Assessment Form	6	<input type="checkbox"/>
5.	Academic Dual Credit Application Contract <i>(signed by applicant, parent/guardian and counsellor)</i>	7	<input type="checkbox"/>
6.	Teacher Reference Form #1 <i>(teacher, counsellor or administrator completes and sends to Career Programs)</i>	9	<input type="checkbox"/>
7.	Teacher Reference Form #2 <i>(a 2nd teacher, counsellor or administrator completes and sends to Career Programs)</i>	11	<input type="checkbox"/>
8.	ATTACH (if applicable) both sides Permanent Resident Card – MUST BE VALID & NOT EXPIRE DURING PROGRAM	---	<input type="checkbox"/>
STEP 2 – SUBMIT WITH APPLICATION			
9.	ATTACH Professional Reference Letter <i>(NOT same person as #6 and 7; can use employer, coach, other teacher)</i>	---	<input type="checkbox"/>
10.	ATTACH Up-to-Date Resumé <i>(highlight skills or experiences related to your chosen program of study)</i>	---	<input type="checkbox"/>

STEP 3 – 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.
- ❖ **ONLY qualifying** students will be invited to an interview.
- ❖ If successful with the above, notification of conditional acceptance will be sent to applicant in May/June.
- ❖ The Career Programs Office will arrange for a program site visit with student.
- ❖ Marks, attendance and behaviour will be reviewed to determine if final acceptance can be offered (late June for programs starting Semester 1 and early December for programs starting Semester 2).

As program seats are limited, completion of application and granting of an interview do NOT guarantee acceptance into the program.

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

PLEASE KEEP A COPY OF THIS APPLICATION FOR YOUR RECORDS

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 in this program/course.

4. What work experience, volunteer activities, hobbies and/or courses have you participated in that will enhance your enjoyment, understanding, and success of this program?

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. These Dual Credit Programs are FULL-TIME. Please comment on your commitment and whether you have any conflicts. **Attendance is very important to your success in this program.**



SD38 APPLICANT PROFICIENCY SELF-ASSESSMENT FORM

I understand the expected commitment for the duration of this post-secondary program (schedule) and that it requires my attendance for all of semester two (Gr 12) at the KPU Surrey Campus. This self-assessment will assist in determining my suitability and readiness for this post-secondary dual credit program.

Please indicate **by highlighting or 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: _____

ACADEMIC DUAL CREDIT APPLICATION CONTRACT

FOR ALL TO READ BEFORE SIGNING:

- We understand that Richmond SD38 pays the cost of tuition for this program or course.
- We understand that students are responsible for the cost of required fees, materials, textbooks etc.
- We understand that students arrange for and cover the cost of their own transportation to the post-secondary campus and if applicable, to the practicum location.
- We understand that a vacation may not be taken during the scheduled program and that excellent attendance is required. This includes no Spring Break for programs running in semester two.
- 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.

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 may 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

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Reminder to attach to your application:

- Updated resume
- Professional reference LETTER
- Valid/non-expiring PR Card (front/back) – **if applicable**
 - Items listed under STEP 3 in checklist (pg 4)

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

When completing, bear in mind that this student has applied to take a rigorous college-level program or course.

Please check the following attributes as:

	Emerging	Developing	Proficient	Extending
	→			

- | | | | | |
|---|---|---|---|---|
| <ol style="list-style-type: none"> 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 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?

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

Teacher Name: _____ Signature: _____

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

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Reminder to attach to your application:

- Updated resume
- Professional reference LETTER
- Valid/non-expiring PR Card (front/back) – **if applicable**
 - Items listed under STEP 3 in checklist (pg 4)

TEACHER REFERENCE FORM #2



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

When completing, bear in mind that this student has applied to take a rigorous college-level program or course.

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 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?

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

Teacher Name: _____ Signature: _____

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