

CODE H7

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COMMUNITY MEMBERS' ENROLLMENT IN COURSES

Thetford Academy recognizes that helping adult learners further their studies and expand their skills is a form of service the school can provide to local communities. The Academy therefore welcomes inquiries from community members who may wish to enroll in courses offered during the regular school year. The following procedures govern such enrollment. (They do not apply to formerly enrolled students who have withdrawn, transferred, or otherwise separated from the Academy before earning the diploma. In such cases, individual plans for re-enrollment may be made through the Guidance Department as appropriate.)

- 1) Enrollment will be possible on a space-available basis. Some courses have enrollment limits. Regular Thetford Academy students have first priority.
- 2) Permission of the teacher is necessary for community enrollment. The teacher should consult the Head of School and the Department Coordinator before granting permission, but it is the teacher's choice.
- 3) Two types of enrollment are possible:
 - a) **Auditing:** The community student may attend all classes and participate as agreed with the teacher, but may not expect review or evaluation of work unless the teacher agrees to provide this. Auditing does not result in course credit.
 - b) **Enrollment for credit:** The community student participates as regular member of the class, including submitting work for evaluation and grading. A written agreement—signed by the teacher, the community student, and the Head of School—will document the plan to enroll for credit. The final grade and credit earned will be represented in an official transcript from Thetford Academy.
- 4) Fees will be charged as follows:
 - a) There is no fee for auditing.
 - b) For each course taken for credit, a fee will be established annually by the Administration.
 - c) Senior citizens (65 and older) may have all fees waived.
 - d) Other fee waivers will be considered on an individual case-by-case basis. Requests for fee waivers may be addressed to the Head of School.