	Appendix A	
	Workflow: Registration and Billing of Students who Ordinarily Reside on Reserve and Students who Attend Registered Independent Schools	
	Department:	**Corporate Services**
	Approved by:	**Leadership Council**
	Date Approved:	**March 23, 2026**
	Revision Date(s):	
	Review Date:	
	External References	
	Internal References • Registration and Billing of Students who Ordinarily Reside on Reserve and Students who Attend Independent Schools AP • Email Template: Sask DLC Approval Request to Register Student	

Purpose

To outline the registration, enrollment, and billing processes for students who ordinarily reside on reserve (Federal students) and students who attend Registered Independent Schools (Independent Schools). For the purposes of this procedure and supporting documents, these groups of students are collectively referred to as "students".

Pre-Registration Approval

Prior to registering with Sask DLC, the student and/or parent is responsible to ensure approval from their education provider (e.g., Band, First Nations Controlled School (FNCS) or Independent School).

Registration Submission

The student or parent completes the Sask DLC registration form and provides:

- residency (on-reserve/off-reserve) and self-identification information;
- information about their education provider (e.g., Band, FNCS or Independent School); and
- contact information of the approver from their education provider.

Intake Review and Verification

Upon receipt of the registration form, the Intake Team reviews the submission and follows up as required to complete or verify information. The Intake Take will consult with the Indigenous Advisor, where appropriate.

The Intake Team is responsible for:

- reviewing the registration to confirm the education provider's name and address, registered status of the Independent School against the Ministry of Education official list, as well as the approver's name and contact information;
- verifying whether student's education provider has any outstanding balance from previous invoice for this student;
- If an outstanding balance exists, the Intake Team will:

    - notify the education provider in writing of the outstanding balance and the requirement to resolve it before enrollment can proceed;
    - where the education provider is a Band or FNCS, notify the Indigenous Advisor to support communication and facilitate timely resolution; and
    - notify the student of the enrollment hold and advise to connect with their education provider for further information.
- contacting the student to request missing information or verify approval status;
- contacting the education provider, where applicable, to confirm approval for registration in Sask DLC course(s) by using Email Template: Approval Request to Register Student.
- confirming that written approval has been obtained for registration in Sask DLC course(s); and
- ensuring the education provider is notified of the student's registration.

Enrollment Finalization

The Intake Team finalizes enrollment once education providers' approval and funding confirmation are in place.

If an outstanding balance exists, the enrollment will not be finalized until one of the following conditions is met:

- the outstanding balance is paid in full; or
- a formal payment arrangement has been made in writing between the education provider and Sask DLC.

Approved Registrations

When registration and funding are approved, Sask DLC notifies:

- the student;
- the Band, FNCS, or Independent School; and
- the local school division, if applicable.

Denied Registrations

If registration or funding coverage is not approved, Sask DLC:

- terminates the pending enrollment; and
- notifies the student and/or parent, providing information about alternative options on a case-by-case basis (e.g., alternate education providers or out-of-pocket coverage options, where applicable).

Out-of-Pocket Coverage

If a student elects to pay for a course out of pocket, Sask DLC advises the student of the applicable process based on the course type and the student's age. Depending on these factors, the student may:

- make payment directly to Sask DLC; or
- be required to arrange payment through their education service provider.

Where payment is arranged through an education service provider, the student must:

- make financial arrangements directly with the provider;
- obtain written approval from the provider; and
- notify Sask DLC and submit the required information to facilitate payment.

Course Access & Monitoring

Students receive access to their online courses once enrollment is complete.

Sask DLC maintains ongoing communication with students and relevant stakeholders, as required, throughout the duration of the course.

Billing and Invoicing

The Intake Team issues invoices based on residency, education provider, and applicable agreements.

A. Federal Student — ordinarily resides on reserve, registered with a local school division
Sask DLC:

- invoices the local school division; and
- notifies the local school division.

B. Federal Student — ordinarily resides on reserve, not registered with a local school division
Sask DLC:

- invoices the Band/FNCS; and
- notifies the Band/FNCS.

C. Federal Student covered under a Tuition Agreement
Sask DLC:

- follows the terms of the agreement; and
- notifies the Band/FNCS and the local school division (if required).

D. Independent School Students
Sask DLC:

- invoices the Independent School or the local school division (if an agreement exists); and
- notifies the Independent School and local school division (if required).