| Administrative Procedure | | |
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| **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**<br>• *Indian Act, 1985*<br>• *Bill C-33 First Nations Control of First Nations Schools*<br>• *The Education Act, 1995*<br>• *The Registered Independent Schools Regulations* | |
| | **Internal References**<br>• Appendix A -Workflow: Registration, Enrollment and Billing of Students who Ordinarily Reside on Reserve and Students who Attend Registered Independent Schools<br>• Email Template: Sask DLC Approval Request to Register Student | |

## Purpose

This administrative procedure outlines Sask DLC's approach to registering, enrolling and billing of students who ordinarily reside on reserve (Federal students) and students who attend Registered Independent Schools (Independent Schools). For the purposes of this procedure, these groups of students are collectively referred to as "students" in this administrative procedure and supporting documents. The goal is to support equitable access to distance learning, strengthen relationships with First Nations communities and education service providers, and ensure transparent and accountable practices across registration and billing.

## Scope

This administrative procedure applies to all Sask DLC employees involved in registration, enrollment and billing of students up to the age of 22 years old.

## Policy Statement

- Sask DLC provides equitable access to online education across the province and follows provincial student registration guidelines in student registration, enrollment and billing.
- Sask DLC recognizes that First Nations students, regardless of residency status, have a legal right to education, supported through federal legislation and funding mechanisms. The organization upholds the protected right of self-identification and affirms that students' disclosure of Indigenous identity must be supported respectfully and without discrimination.
- Toregister for Sask DLC courses, students who ordinarily live on reserve or attend an Independent School must provide approval and confirmation of funding from their education provider (e.g., Band, affiliate First Nations Controlled School (FNCS) or Independent School).

- Once this approval and confirmation of funding are provided, Sask DLC will finalize enrollment and invoice the education provider for tuition according to applicable funding models and agreements.

## Procedures:

**1. Registration**

1.1. Students complete self-identification, residency and Band affiliation information, where they must provide information about their Band, affiliate FNCS or Independent School to ensure accurate enrolment and billing process.

1.2. Students must provide contact information of the approver from their Band, affiliate FNCS or Independent School.

1.3. Sask DLC requires a written approval from student's Band, affiliate FNCS or Independent School's to finalize enrollment and grant access to courses.

1.4. When a student is flagged for missing Band, FNCS or Independent School's information or approval, Sask DLC will assist in obtaining information and finalizing enrollment by following up with the student, their education provider and requesting additional information and/or approval.

**2. Outstanding Balances**

2.1. Prior to finalizing enrollment, Sask DLC will verify whether the student's education provider (Band, FNCS or Independent School) carries any outstanding balance for this student from previous invoices.

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

2.2.1. The outstanding balance is paid in full; or

2.2.2. A formal payment arrangement has been agreed to in writing between the education provider and Sask DLC.

2.3. Sask DLC 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, Sask DLC's Indigenous Advisor will also be notified to ensure they are aware and may provide relationship and context support as needed.

2.4. The Student Intake Team will inform a student of a delay in finalizing their enrollment and advise them to contact their education provider for further information.

2.5. Once the outstanding balance is resolved, enrollment will proceed in accordance with Section 3 of this procedure.

**3. Enrollment**

3.1. Sask DLC will finalize enrollment once written approval and funding confirmation is received.

3.2. Upon enrollment, Sask DLC notifies students and their Band, FNCS, Local School Division (if it has agreements with the Band) or Independent School.

3.3. Students without registration approval and confirmation of funding from their education provider cannot enroll in Sask DLC courses.

3.4. If a student chooses to cover the cost of the course out-of-pocket, they must arrange payment through their education provider (e.g., Local School Division, Band or Independent School). Sask DLC will invoice this education provider accordingly.

**4. Billing**

4.1. Billing steps vary depending on the student's residency, funding source and existing agreements with Bands, FNCS or Independent Schools.

4.2. Billing follows Sask DLC set tuition rates: $5,000 for a full-time online Grade 1 - 9 student, and $500 per course Grade 10-12 students (both full-time and part-time online) and $500 per course for adult learners (22 years and older). Adult learners are billed directly by Sask DLC.

*4.3. For Federal Students Ordinarily Living on Reserve and Registered with a Local School Division:*

4.3.1. Sask DLC invoices the local school division directly.

4.3.2. Sask DLC sends notifications to the Band, FNCS, and the local school division.

*4.4. For Federal Students Ordinarily Living on Reserve without School Division Registration:*

4.4.1. Sask DLC will begin billing once Band/FNCS approval is received, and student is enrolled in courses.

4.4.2. Sask DLC invoices the Band or FNCS directly.

4.4.3. Sask DLC sends notifications to the Band or FNCS.

*4.5. For Federal Students Ordinarily Living on Reserve where Band has a Tuition Agreement with education providers:*

4.5.1. Sask DLC invoices the Band according to the agreement.

4.5.2. Notifications are sent to FNCS and school division when applicable.

*4.6. For Independent Schools' Students:*

4.6.1. Sask DLC invoices the Independent School directly, unless the Independent School has an agreement with the local school division, in such case Sask DLC will directly invoice the local school division.

4.6.2. Sask DLC sends notifications to the Independent School and the local school division as applicable.

## Roles and Responsibilities

**Student Intake Team**

- Accurately documents student information, including residency and self-identification.
- Check for outstanding balances at the point of registration and communicate enrollment holds to education providers and students.
- Promptly notifies administration of students requiring approval.
- Makes best attempts to ensure students are not delayed unnecessarily due to incomplete registration data.
- Follows Sask DLC current tuition and billing processes.
- Issues invoices based on student status and applicable contractual or funding models.
- Collaborates with Indigenous Advisor as required.

- Supports communications with Bands, FNCSs, and school divisions, using standardized templates and consistent messaging.

**Superintendents of School Operations and Campus Administrators:**

- Communicate this procedure with school divisions and Independent Schools and support billing process as required.

**Indigenous Advisor**

- Support relationships with Bands, FNCS and Indigenous stakeholders.
- Support communication of this procedure to Indigenous stakeholders.
- Coordinate communication with Indigenous Services Canada (ISC) and Indigenous stakeholders.
- Support reporting and continuous improvement of the Federal student enrollment and registration processes.

**Finance Department**

- Monitor education provider accounts for outstanding balances prior to new enrollments and share information with the Student Intake Team.
- Maintain clear records of payments and reconciliation with education providers.
- Follow and enforce Sask DLC invoice payment policies and procedures.

## Definitions

**Federal Student:** A First Nations student legally defined in Canada as comparable to those required in provincial schools under provincial statutes, regulations, or policies. This includes First Nations people registered or entitled to be registered under the *Indian Act*. The term *First Nations* is preferred over "Indian" or "Aboriginal."

**Students:** For the purposes of this procedure refers to First Nations students who ordinarily reside on reserve and students who attend Independent Schools registered in Saskatchewan.

**Residency**

**On Reserve:** Census subdivisions legally affiliated with First Nations, such as reserves, settlements, and government districts (Statistics Canada).
**Off Reserve:** All other census subdivisions not legally affiliated with First Nations.

**Education Providers:** For the purposes of this procedure covers First Nations Controlled Schools (FNCS) and Independent Schools that operate in Saskatchewan.

**First Nations Controlled Schools (FNCS):** Schools operated under the authority of First Nations, as defined in the *First Nations Control of First Nations Education Act*.

**Registered Independent Schools:** Schools that are owned by a person or an organization other than a public authority or the government and are registered with the Ministry of Education as per *The*

*Education Act, 1995* and *The Registered Independent School Regulations*. Registered Independent schools include six categories of schools including Registered Independent Schools, Alternative Independent Schools, Associate Schools, Historical High Schools, Qualified Independent Schools and Certified Independent School.

**Indigenous Services Canada (ISC):** The federal department responsible for providing services to Indigenous peoples, including education funding through various models (grants, block contributions, fixed contributions, flexible contributions).