



**SCHOOL DISTRICT 60  
NORTHERN LIGHTS COLLEGE  
MEMORANDUM OF AGREEMENT (MOA)**

Between School District 60 (SD 60) and Northern Lights College (NLC) regarding a collaborative education strategy for Education Assistants employed by SD 60.

**Objective of the Agreement:**

Building on an earlier Memorandum of Understanding first signed on September 30, 2016, and June 22, 2023, this MOA further extends the terms and conditions under which SD 60 Education Assistants will gain access to and obtain credit for courses that comprise NLC's Certificate in Education Assistant and/or Diploma in Education Assistant. Reflecting the strong history of collaboration between SD 60 and NLC, the overall objective of this MOA is to facilitate the ability of SD 60 Education Assistants to complete NLC's Education Assistant credentials.

SD 60 and NLC may hereafter also be referred to as "the parties."

**Terms and Conditions:**

1. SD 60 Education Assistants seeking access to and credit for courses that comprise NLC's Education Assistant Certificate and/or Education Assistant Diploma are required to fulfill all program admission requirements.
2. SD 60 Education Assistants may obtain credit for courses that comprise NLC's Education Assistant Certificate and/or Education Assistant Diploma through three specially negotiated pathways: (2A) PLAR; (2B) discounted rates for registration in regularly scheduled online or face-to-face course sections; and (2C) registration in special face-to-face sections offered by NLC explicitly for SD 60 Education Assistants. These pathways are outlined in more detail below.

## **(2A) PLAR**

Throughout the duration of this MOA, SD 60 Education Assistants (with a minimum of 3 years of full-time work experience) may apply to complete portfolio-based PLAR through our regular PLAR process.

Where NLC undertakes portfolio-based PLAR for the courses, NLC's standard PLAR fees apply on a per student basis (75% of course tuition). Student Services fees and Instruction-related fees do not apply.

In all cases, PLAR requests and credit are assessed by designated NLC faculty as subject-matter experts.

To be eligible for PLAR-based credit, SD 60 Education Assistants must first be admitted to NLC's Education Assistant program.

## **(2B) Registration in Regularly Scheduled Online or Face-to-Face Sections**

To assist SD 60 Education Assistants in accessing NLC's regularly scheduled online or face-to-face Education Assistant courses and subject to the terms and conditions identified below, NLC will offer discounted rates to qualified students as follows:

- Tuition will be discounted by 40% for the duration of this agreement.
- Instruction-related fees will be waived.

The following terms and conditions apply to discounted rates for regularly scheduled online or face-to-face sections:

- Student Services fees, including the NLC Student Association fees, will be assessed per NLC's current fee regulations. NLC Student Association fees may be subject to increase during the duration of this agreement.
- Space permitting, SD 60 students may register for Education Assistant courses at the discounted rate on a first-come, first-served basis 10 days prior to the beginning of classes through to the end of the add/drop period in a given semester (the discount period). NLC will make available to SD 60 a list of courses with space approximately 10 days prior to the beginning of classes. Payment must be made in full, at the time of registration.
- If an SD60 student attempts to register during the seat-discounted period, and is initially waitlisted, but is then offered a seat in the same section, the discounted rate will apply to that section only.
- SD 60 Education Assistants have the prerogative to pay standard NLC tuition and

fees if they wish to secure online or face-to-face seats prior to the discount period. Students who register prior to the discount period will not be granted the discounted fee at a later date even if the course becomes listed as eligible for discount.

- Notably, SD 60 has a professional development fund that may be used to support SD 60 Education Assistants in their learning at NLC. For further information, the parties will encourage SD 60 Education Assistants to contact Learning Services [learningservices@prn.bc.ca](mailto:learningservices@prn.bc.ca)

### **(2C) Registration in special Face-to-Face Sections for SD 60 EAs**

Under the mutual agreement of both parties and with sufficient advance notice, NLC may also consider offering special course sections (including face-to-face sections) explicitly for SD 60 Education Assistants. In these cases, the discount defined in section 2B will be applied without time constraints to all SD 60 Education Assistants registering for the special section.

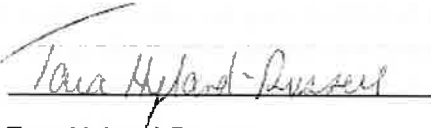
Where NLC offers special sections explicitly for SD 60 Education Assistants, SD 60 will supplement NLC course revenue as necessary to ensure that NLC reaches a cost-recovery target identified in advance. In these cases, NLC will invoice SD 60 at a designated stable enrollment date for each course.

### **Continued Terms and Conditions:**

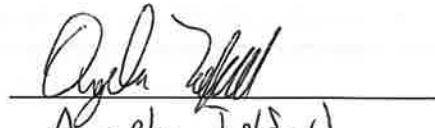
3. For SD 60 Education Assistants seeking NLC's Education Assistant Certificate and/or Education Assistant Diploma, NLC's standard residency requirements shall apply: the Certificate requires four courses comprising a minimum of 12 credits and one practicum; the Diploma requires five courses comprising a minimum of 15 credits and one practicum. Note that PLAR does not satisfy residency requirements.
4. Students are responsible for ordering any official NLC transcripts that SD 60 requires. However, students may access and print an unofficial record of grades directly from the NLC student information system (Borealis) at any time.
5. Except as otherwise specified in this MOA, NLC's standard application, admission, payment, refund, and educational policies shall apply.
6. This MOA shall be in place from August 2025 to August 2026 and reviewed in May 2025. At the end of this time period, the MOA may be reviewed, revised, and extended for an additional period agreeable to both parties.

7. Either party may terminate this MOA upon 90 days advance notice in writing.

8. This MOA is signed on June 27, 2025.



Tara Hyland-Russell  
VP Academic and Research  
Northern Lights College



Angela Telford  
Secretary Treasurer

School District 60