

**ADMINISTRATION 11 – Instructional Material Fees Procedures**

Date: April 14, 2003

Responsible Administrator: Secretary Treasurer

1.0 RATIONALE

Appropriate material resources, including textbooks and workbooks, are an integral part of student learning.

2.0 PROCESS

Principals shall be responsible for the collection of Instructional Material Fees and for submission of such fees to the Secretary Treasurer.

3.0 GUIDELINES

- 3.1 Specific procedures for the collection of instructional materials shall be issued from the Secretary Treasurer's office on an annual basis.
- 3.2 Students transferring out of the Division during the school year shall receive from the school a refund of instructional material fees, determined on a pro-rated monthly basis.
- 3.3 An Instructional Material Fee paid by a student in any Divisional school for the current school year shall be considered transferable to any other Divisional school in which the student registers during that school year.
- 3.4 Principals shall be responsible for ensuring that all instructional materials are returned by students and the appropriate charges are assessed for lost or damaged materials.
- 3.5 At the discretion of the school principal, high school students taking approved summer school courses or studying for supplemental examinations shall be provided instructional materials for a nominal fee. Fifty percent of this fee shall be refunded upon the return of the books in satisfactory condition.
- 3.6 Any student entering the Division or transferring out of the Division after March 31st of the school year will not be charged or refunded any portion of the instructional material fee.

References: *Board Policy: D/I/13*