

Administrative Procedure 220

Correspondence Courses

Background:

The Division shall approve and/or provide at Division expense, instructional programs through the correspondence schools operated by Saskatchewan Education and Alberta Education, in accordance with these procedures.

Procedures

1. Authorization
 - 1.1. The designated Assistant Director or Superintendent, in consultation with the Principal, when appropriate, shall be responsible for the approval of and/or the authorization of financial support for correspondence instruction.
2. Eligibility
 - 2.1. Correspondence instruction shall be provided at Division expense to the following students:
 - 2.1.1. LCHS and Avery Outlook students who are unable to enroll in particular classes due to enrolment limitations, timetable conflict, or other unavoidable circumstances.
 - 2.1.2. Resident students of the Division who have not completed a grade 12 standing and who, for medical reasons, are unable to attend school regularly.
 - 2.1.3. Any resident student, regardless of enrolment status, in a school, provided that the reasons for requesting correspondence instruction are such that the financial assistance of the Division is justified.

- 2.2. Correspondence instruction may be authorized for any resident student for reasons that, while sufficient to justify approval, do not justify the financial support of the Division. In such cases, the entire cost of the correspondence course shall be the responsibility of the student or his/her family.
3. Fees
 - 3.1. Financial support for correspondence instruction shall be limited to actual cost of registration, tuition, and course material fees charged by the Correspondence School.
 - 3.2. Except for courses approved under the terms of Administrative Procedure 270 “Registered Home-Based Education Programs”, where the correspondence instruction is supported financially by the Division, the student or the student’s family shall initially pay one-half the cost of the course to a maximum of \$75.00 per course which shall be refunded by the Division subject to conditions specified in Section 5. These fees may be waived at the discretion of the designated Superintendent or (designate) in situations involving financial hardship.
4. Textbooks
 - 4.1. Students enrolled in Division schools shall be provided with textbooks for correspondence instruction in the same way they receive textbooks for any other course of study in the school.
 - 4.1.1. If a required textbook is not available and must be ordered the student will be charged a refundable fee equal to the list price of the textbook.
 - 4.2. Correspondence students not attending a Division School may be provided with textbooks. A refundable fee equal to the value of the textbooks shall be charged.
5. Refund of Fees
 - 5.1. Course fees paid by students or parents shall be refunded when proof is provided to the designated Superintendent or (designate) that the required lessons have been submitted and that the student has written the final examination.

- 5.2. All moneys paid for textbooks shall be refunded when textbooks are returned in satisfactory condition to the Division. All or a portion of the fee may be retained if the books are damaged in excess of normal usage.

Reference:

Section 85, 87, 108, 109, 176, Education Act

Regulation 18

Revised:

June 2009

December 2017