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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 8910.1

## REGULATION: CORRESPONDENCE COURSES

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Registrations and fees for secondary school correspondence courses provided by the Fraser Valley Distance Education School (FVDES) are to be processed in the following manner. (Elementary school correspondence courses continue to be arranged through the Account Coordinator.) The FVDES publishes a Guidebook which describes their courses and the costs, textbooks and kits related thereto.

1. The student or parent completes the registration form at the school.
2. The Administrative Officer approves the registration and determines whether the:
  - (a) **Student pays** for an alternative, elective or general interest course; or
  - (b) **District pays** for a course which is required for graduation and there is no alternative means of providing the course other than by correspondence. The approval of the Account Coordinator responsible for correspondence courses must be obtained prior to registration.
3. **For student paid courses**, the school:
  - (a) collects the funds due from the student to FVDES in relation to tuition, supplies and textbooks;
  - (b) deposits the student's payment into the school's bank account;
  - (c) prepares a school cheque to pay FVDES (consider waiting to ensure the student's cheque clears the bank); and
  - (d) forwards the student's registration and school cheque to FVDES.
4. **For district paid courses**, the school will forward the registration and a school cheque to FVDES. The school will recover the funds through an Imprest Fund Reimbursement Claim attaching the FVDES invoice and the district Account Coordinator's authorization.

Approved: 2000-02-15

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