

## **Saskatchewan Rivers School Division No. 119 Policy Manual**

**Policy Name:** Correspondence Courses

**Policy Type:** Curriculum and Instruction

Number: 7080

Date Approved: November 28, 2005

Legal Reference:

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The Board of Education believes that in special circumstances it may be beneficial for students to enroll in division recognized correspondence school courses.

**Guidelines:**

1. Correspondence courses will be provided for subjects which are not offered in the school but are essential to the student's overall educational program.
2. Correspondence courses will be provided in those cases where timetable complications make it impossible for a student to obtain credit for a subject within the school.

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### **ADMINISTRATIVE PROCEDURES**

1. Applications for correspondence courses must be submitted to the Director or designate by October 1<sup>st</sup> for first semester and full year courses and by February 15<sup>th</sup> for second semester courses.
2. Students shall be assessed a fee of \$25.00 for each correspondence class in which they enroll. This fee will be reimbursed at such time as the student passes the final examination.
3. It shall be the responsibility of the school where the student would ordinarily be in attendance to provide textbooks that are ordinarily supplied to day students on deposit of the various schools fees as determined by each school.
4. Adults who reside in the Division and who take correspondence courses are responsible for all subject fees including the cost of purchasing the correspondence courses and textbooks.