

TEXTBOOK RENTAL

It is the policy of the Board of Education that a rental fee be charged for textbooks used by pupils. Rental fees shall be determined upon the recommendation of the administration and subsequent approval of the Board of Education. Such fees shall remain in effect from year to year unless changed by School Board action and such changes are recorded in the official School Board minutes.

Part-time and shared time students will be charged a pro-rated amount, depending on the amount of time spent in the public school.

After the first week of school all refunds will be pro-rated by month. Ten percent will be deducted for consumable materials and processing. The schedule is as follows:

First Week (Less cost of workbooks used)	
September	80%
October	70%
November	60%
December	50%
January	40%
February	30%
After February	No Refunds

Refunds will be issued when students have returned all books to the proper office. Library fines, textbook fines or any of the financial obligation incurred by the student for supplies, materials, or damages must be settled before a refund will be issued.

Refunds are issued to student who are transferring to another school system under the assumption that a partial fee will be assessed by the school in which the student will enroll.

A report listing the total collection of book rental fees is due at the Business Manager’s office at the close of each school year. The report should list the uncollected accounts and should include class book rental sheets.

Approved: January 8, 1973

Reviewed: February 20, 1978; July 13, 1987; July 12, 1996; March 14, 2005; May 14, 2012

Revised: December 14, 1992