

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION
POLICY and PROCEDURES**

Title	Effective Date	Revision Date	No. of Pages
<i>NO. <u>403</u></i> <i>CORRESPONDENCE STUDY</i>	<i>June 17, 1997</i>	<i>April 16, 2002</i>	<i>2</i>

The Tri-County Regional Centre for Education supports the concept of providing students with opportunities to complete course work through correspondence courses as approved by the Department of Education.

PROCEDURE under Policy No. 403
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The Tri-County Regional Centre for Education will provide financial support to correspondence study applicants based upon the merits of their application and in accordance with this policy.

1. Students wishing to enroll in correspondence study must make application through the principal or designate. The principal or designate shall assess the application and make recommendations for funding through the Regional Executive Director of Education.
2. Students who meet at least one of the following criteria may have the financial costs of the correspondence study paid for by the Tri-County Regional Centre for Education.
 - (a) Students who previously attended a school under the jurisdiction of the Tri-County Regional Centre for Education and are presently living in a country other than Canada, for whom the Tri-County Regional Centre for Education receives funding, and who shall return to school within the Tri-County Regional Centre for Education upon return to Canada.
 - (b) Students who are unable to attend school for medical reason. Applications for these students shall be accompanied by a statement by medical doctor that supports this medical claim.
 - (c) Students who experience timetable conflicts that deny access to a credit course.
 - (d) Students who require alternate education plans due to a school suspension or youth detention.
3. Applications that have been approved by the principal or designate shall be forwarded to the Regional Executive Director of Education.



PROCEDURE under Policy No. **403 (cont'd)**

4. The Regional Executive Director of Education shall maintain a registry of all students for whom correspondence study has been approved.
5. The school shall accept for credit courses completed through correspondence study.
6. The school shall provide, free of charge, textbooks for correspondence study where the appropriate text is available. Otherwise, the cost of textbooks shall be the responsibility of the applicant.

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