



### PURCHASE OF SERVICES

The Board contracts for educational services and pays tuition fees for students when it is not feasible or practical to provide the services within the division.

### PROCEDURES

1. The Director of Education or designate is authorized to recommend the purchase of services on behalf of the Board from other institutions and school divisions when the Board is not able to provide a specific program or service for a student with special needs. Such service or program is to be consistent with those provided in accordance with the Ministry of Education regulations and policy.
2. The Director of Education or designate is to recommend the purchase of service from another school division when lack of classroom space or geographical location necessitates transportation to another school division.
3. Distance education courses are to be considered for students when the school is unable to provide instruction. Principals are authorized to approve the purchase of these services in accordance with the following:
  - a. Students are required to remit a retainer for each course in the amount of \$100.00 payable to the school.
  - b. The fee is to be reimbursed when the student has written the final examination or completed all requirements for the course.
  - c. Fees for any one family are not to exceed \$200.00 in any one school year.
  - d. The principal may waive the retainer fee in situations of financial hardship.
4. Parents or guardians of home-based education students may apply to the Director or designate for assistance in purchase of correspondence courses or distance education in accordance with ADMINISTRATIVE PROCEDURE NO.605 - HOME-BASED EDUCATION.
5. All services purchased in accordance with this procedure are to be reported to the Superintendent of Business Administration, who is responsible for payment of the service.