

Administrators Operating Guide is intended to supplement and define Board policies, serve as administrative regulations and official directives.

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Authority- Board Policy Manual, EHDA

14.1 DETERMINATION OF COURSES

Courses to be offered in summer school shall be determined by the Department of Secondary Education.

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14.2 ENROLLMENT, TUITION & FEES

Enrollment, tuition and fees are to be set by the Department of Secondary Education.

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14.3 COLLECTION OF TUITION

The following guidelines should be followed when collecting summer School tuition:

1. Upon collection of tuition, the amount collected is to be recorded on a numbered receipt (3 part receipt: original to student, yellow to principal, pink copy stays in book) including students name, check number, and method of payment.
2. The receipt number is included on the deposit ticket.
3. All collections for tuition shall be remitted to the bank for deposit on a timely basis.
4. An Operating Fund deposit slip is to be filled out designating the school's name and indicating "Summer School" on the deposit slip. The campus will keep the yellow copy of the deposit slip, place the remaining slips in a **sealed bank bag** (information visible from outside of bag).

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14.4 REFUNDS FOR SUMMER SCHOOL TUITION

No refunds may be paid directly by the school. All requests for refunds will originate at the school and will be transmitted to the Director of Secondary Education for approval and payment. The student's registration form with original receipt should accompany the request for refund. The District Accounting Office will issue all checks for refunds of tuition.