



Administrative Regulation 3250

FEES AND DEPOSITS

Responsible Office: Office of Business & Finance

REGULATION

1. Schools will charge students for materials used in class projects if the finished product is to be taken home. All purchases of such material shall be accounted for by the instructor concerned. All money received for the purchase of materials must be deposited in the office of the individual school.
2. Fees collected to cover the cost of disposable workbooks and course supplies (lab fees), are to be deposited in the individual school.
 - a. Refer to **Student Fund Raising Activity Procedures Manual** for collection procedures.
3. Book deposits are to be held by the individual school until the close of the school year. Deposits may be held over to the subsequent year for returning students. Unclaimed book deposits will revert to the individual school's lost or damaged textbook fund one (1) year after the date of a student's graduation or one (1) year after the date of a student's withdrawal from a district school. Money assessed from book deposits for damaged or lost books shall be maintained by the individual school to be used for the replacement of books or the purchase of educational materials. Students who have not had any loss or damage of books, or whose assessments for loss or damage are less than the amount of the deposit, shall have refunded to them the amount of deposit remaining at the close of the school year.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This regulation reflects the goals of the District's Strategic Plan, Envision WCSD 2015 – Investing in Our Future.
2. This regulation complies with Board Policy 3250, Fees and Deposits.
3. This regulation aligns with the *Student Fund Raising Activity Procedures Manual*.

REGULATION HISTORY

Date	Revision	Modification
8-22-1967	1.0	Adopted
5-28-1968	2.0	Revised

6-15-1984	3.0	Revised
9-24-1991	4.0	Revised
5-12-1992	5.0	Revised
1-26-1993	6.0	Revised
11-11-1997	7.0	Revised