


Administrative Procedures 202
Purchase of Education Services

		Adopted: June 28, 2011
	External References: <ul style="list-style-type: none">• Education Act: Sections 85, 87, 109, 117, 157, 175, 176, 177• Education Regulations: Sections 17, 18, 21-25, 37	Amended: July 9, 2013 Internal References: <ul style="list-style-type: none">• AP 230 Distance Learning• AP 270 Home-Based Education

Background

The Division 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 or designate may recommend the purchase of services from other institutions, community-based programs and school divisions when the Division is unable 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 Ministry of Education regulations and policies.
2. The Director or designate may recommend the purchase of service from another Division when lack of classroom space or geographical location necessitates transportation to another Division.
3. Distance learning courses are to be considered for students when the school is unable to provide instruction. Refer to Administrative Procedures 230 Distance Learning.
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 Procedures 270 Home-Based Education.
5. All services purchased in accordance with this administrative procedure are to be reported to the Superintendent of Business who is responsible for payment of the service.