

Textbook Return Policy

At King's, we understand the use of textbooks and novels to be important to the learning of each student. As well, students are assigned TI83 calculators each semester for use in senior Math courses. King's Christian Collegiate is pleased to provide these resources as part of the school program. Since these items are considered the property of the school, students are expected to return them undamaged excepting normal use. Our goal is to work with students and parents for a respectful and efficient process.

The following steps provide a guideline:

1. Textbooks and calculators are distributed at the beginning of each semester. Students are responsible for caring for the resources assigned to them.
2. Students are expected to return all resources to the school during exam week. Returns are tracked electronically.
3. Students and parents are contacted by First Class if a resource has not been returned or if there is extensive damage to a returned item.
4. At the end of exam week, invoices are sent home for outstanding balances for lost, damaged, or stolen items. Monies collected represent costs for replacement resources and an administrative fee of \$10.00 for each item processed. Payment or the returned item(s) is expected within 14 days.
5. After 14 days, only payment for damaged, lost, or stolen items will be accepted. After this time, the school will accept the original item only as a donation.