



## Administrative Procedure 4025

### *Correspondence/On-Line Courses*

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**Board Governance Policy Cross Reference:** [1](#), [12](#)

**Administrative Procedures Cross Reference:**

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

[Manitoba Education - Independent Study Option](#)

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**Date Adopted:** July 2004

**Amended:** December 2017

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When a course is not offered in the Brandon School Division and the student chooses to enroll in a course from the [Manitoba Education - Independent Study Option](#), the Division shall reimburse the student for the costs of registration, lessons, tests and tuition as set forth in Departmental regulations, provided that:

1. the said course is required to complete the grade;
2. the School Leader has approved the enrolment of the student in the course; and
3. proof of successful completion of the course is provided to the Superintendent/CEO or designate by the student.