Curriculum & Computer Deposit Process

> This process does not include grade 10 - 12 students or any resources purchased using IE funding.

As a quick refresher, HCOS families must sign a curriculum loan agreement every year because, by law, all curriculum paid for by the school is owned by the school. The current agreement requires families to either return any curriculum received with Encom funds or purchase it from the school.

What does the curriculum deposit process look like?

1. Families will sign the Curriculum Agreement one time for all students.
2. Families will pay a curriculum deposit of $20 per K-9 student each year through Encom after signing the Curriculum Agreement. The deposit cannot be paid using curriculum funds in Encom.
3. Families can request a refund or carryover of the deposit by submitting the form if:
    1. All curricula have been returned. (The school does not pay for shipping.) This must be done before a refund/carryover is requested (the deadline to submit a refund/carryover request is **June 30th** of the outgoing school year).
        1. Curriculum can be returned to:
           HCOS
           C/O Shandra Wiebe
           905 Badke Rd.
           Kelowna, BC
           V1X 5Z5
        2. Please include a note indicating this is a curriculum return.
    2. All funding has been used on Lessons & Activities (including Community Connections and online courses).
    3. The family is not in an overage, all arrears have been reconciled.
    4. The student has been withdrawn from HCOS; all curriculum returned (if applicable).
    5. The deadline to make a refund request is **June 30th**. On July 1st, all curriculum deposits will automatically be transferred to a buyout and cover the items purchased that school year.

What does the computer deposit process look like?

1. Families will be required to pay a deposit before receiving the computer, depending on the overall value of the computer at the time of purchase.
    1. Devices over $1000 require a $100 deposit.
    2. Devices under $1000 require a $50 deposit.
2. At the end of the lease, families can return the computer to receive their deposit back or keep the computer, and the deposit will cover the buyout fee required by the Ministry of Education and Child Care.

Refund Request Process

Families seeking to return the items and receive a refund can complete the Curriculum Deposit Refund Request form.

> The deadline to request a refund or carryover is June 30th of the outgoing school year

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