

Title: **SALES TO STUDENTS OR THE PUBLIC - BOOK RENTAL**

School-owned property and equipment of any substantial value may not be sold without specific authorization of the Board of Education.

Book rental rates may not be changed without the approval of the Board.

The procedure for collection and refund of book rental for attending a portion of a year at Northeast is as follows:

1. Pupils entering during the first semester will pay the full book rental fee.
2. Pupils leaving during the first semester will be refunded half of the book rental fee upon request.
3. Pupils entering during the second semester will pay one-half the book rental fee.
4. Pupils leaving during the second semester will not be refunded any portion of the book rental fee.