

Procedure for Purchasing Concurrent Enrollment Textbooks For Fee Waiver Students

1. Students/parents fill out required forms to become fee waived status. Schools compile a list of those students who are Juniors/Seniors.
2. Students meet with counselor and parents select Concurrent Courses.
3. Counselor informs student/parent, if eligible, the school will pay for a textbook for their concurrent courses, but the book will remain the property of the school. Counselors give the student a voucher form (in triplicate—student, school, and CEU bookstore copy).
4. Students/parents fill out a voucher form, **get counselor's or principal's signature**, then take it to CEU's bookstore to pick up books.
5. Schools maintain a list of students and courses they have authorized for vouchers.
6. Schools turn that list into Lynette 2 weeks after each semester begins.
7. CEU bills the district for vouchers.
8. Lynette's office reconciles voucher list with bill.
9. Schools require all voucher students to turn in textbooks within 1 week of the end of the semester. Students who do not turn in their books will be assessed a fine equal to the cost of the text(s).
10. Schools maintain a library of Concurrent texts. In the future, counselors check that library first and check those books out before issuing vouchers.

**San Juan School District
Concurrent Enrollment Textbook Voucher**

Date _____

Student Name _____ Parent's Name _____

_____ Student is eligible for fee waiver (completed all forms).

_____ Student has participated in SEOP process and has selected Concurrent coursework as a method of accomplishing his/her career goals.

The student will be registered for the following Concurrent Courses and is authorized to pick-up texts at CEU Bookstore.

The District will pay for texts to support these courses:

Starting date of course	Course #	Course Name	Instructor

I verify that I am eligible for fee waiver status. I also understand that all textbooks purchased with this voucher are the property of San Juan School District and I will be required to turn them into the school at the end of the semester. I agree to pay the cost of any lost or damaged texts.

Student Signature & date

Parent Signature & Date

This student is authorized to charge texts for the above courses.

Counselor or principal signature & date
The counselor or principal signature authorizes the College of Eastern Utah to bill San Juan School District for textbooks for the above listed concurrent classes.

