

ADMINISTRATIVE POLICY & PROCEDURE MANUAL

Policy Number: 1

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**TITLE: TEXTBOOK AND SUPPLIES DISBURSEMENT
TO STUDENTS**

Effective Date:

Revised Date: 02-10-15

PURPOSE: To define the school’s time procedures for disbursement of textbooks and supplies.

POLICY: It is the policy of the school that all students showing satisfactory academic progress will receive their textbooks and supplies in a timely manner.

PROCEDURE:

1. Students upon enrollment and acceptance into the program will receive their textbook and supplemental course materials as applicable no later than the first day of class.
2. Students will be issued their school name tag, CPR key, syllabus, orientation paperwork, and counseling services handouts no later than the first day of class.
3. During each subsequent class, textbooks will be issued after successful completion of the current course. This is the requirement for progressing academically, achieving 77% in each class.
4. Students are informed of this process during orientation and a copy of this policy is provided on the school website under public disclosures.
5. The school requires students to sign for their textbooks, study guides, and other course materials ongoing. The form is maintained in the large classroom until the end of the program, and then the form is filed into each student’s school file.
6. A complete list of textbooks used during the VN program is provided on the first day of class and is posted on the school website as well by accessing this link: . <http://vocationalnursinginstitute.com/disclosures.php>

Location:TX