



Rotorua English Language Academy Ltd.

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Textbooks

RELA's policy is to have an excellent supply of modern textbooks for teachers and students to use. We do not photocopy textbooks, and we do not collect the books at the end of each lesson. So all students can have good books, the following rules apply:

- All students **MUST** buy textbooks if they are available in the school office.
- Teachers cannot photocopy books for you. This is **ILLEGAL!**
- You can keep your textbooks if you wish.
- You can sell the textbooks back to the school when you leave or when you go up to another class, if they are clean and there is no writing in them, not even in pencil. If you write in the book you must keep it and we will not give you back any of your money.
- How much will we refund to you?

If you have had the book for

1 or 2 weeks,	we will refund 100% of the money you paid
3 weeks –	80%
4 weeks –	70%
5 weeks –	60%
6 weeks and over –	50%

if you return the book in good condition.