



*...where faith and family come first!*

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### Guidelines for Reimbursement

- \$150 is allocated to each registered student in grades K-12 for curriculum/activities.
- Receipts must be dated between Sep 1st and May 15th of the current school year.
- Please submit receipts between November 1st and May 15th in order to receive the reimbursement. Allow 2-4 weeks for claims to be processed.
- Receipts must be submitted for a one time reimbursement of total funding allotment.
- The Reimbursement Form must be filled out and submitted along with copies of original receipts.
- Parents may submit receipts for educational curriculum/resources and activities, eg:
  - Textbooks, workbooks, readers, novels
  - School/art supplies
  - Music lessons
  - Sports fees
  - Tutoring fees
  - Internet fees (please submit copy of a paid bill)
  - Student entrance fees to museums, art galleries, theatre productions, and educational exhibits
- ASCEND Online will not accept receipts for reimbursement of items that are considered equipment or non-consumable items such as microscopes, electronics, sports equipment, furniture, storage containers, tools, etc.
- Families with enrolled and registered students will still submit receipts for the registered portion of the resource funds allotted to them.
- Any remaining funds cannot be carried over to the next school year.