

Educational Reimbursement Policy

In order to meet the educational resource needs of families, we reimburse up to \$45 per month (for a total of \$405 per year) for miscellaneous educational expenses which may include, but are not limited to the following:

- **Technology expenses** – e.g. internet access, computer and printer upgrades, fax, additional computer memory, networking equipment, storage devices.
- **Supplies** – e.g. printer paper, ink cartridges, pencils, pen, scissors, glue, construction paper, crayons, math manipulatives
- **Reference Materials** – e.g. dictionary, maps, globe, atlas
- **Extra-Curricular Activities** – e.g. piano, swimming or dance lessons, tuition
- **Other** – e.g. science fair project supplies, computer desk and chair

Any miscellaneous educational expenses not listed above may require administrative pre-approval.

Reimbursements are distributed monthly. In order to receive reimbursement funds:

- Requests must be submitted to our main office by the 10th of each month beginning November 10, ending June 10.
- Parents must submit the “Reimbursement Claim Form” with each request (available on our website at: www.bransonschoolonline.com).
- For each request, a copy of an original receipt must accompany the “Reimbursement Claim Form”.
- Please note, the reimbursements **will not** be issued without a receipt.