



Reimbursement Best Practices for Families

Receipts



Retailer Receipt Requirements:

(ex: Amazon/Walmart/Target/ Best Buy)

Receipt must have retailer's name, date of purchase with the year, item purchased, proof of payment (if applicable) and purchase price (including subtotal, taxes, shipping, grand total, etc.).

Please Note: If you are not requesting all items listed on a receipt or invoice, please highlight or make a notation specifying the items you want reimbursed.

(For instance, you can encircle or highlight the item for which you need reimbursement..)

Tips for Submitting Reimbursements

amazon.com **1**

Details for Order #114-0380895-7997802
[Print this page for your records.](#)

2 **Order Placed:** August 15, 2023
Amazon.com order number: 114-0380895-7997802
Order Total: \$40.83

Not Yet Shipped **3**

Items Ordered	Price
1 of: GIM Wireless Charging RGB Mouse Pad 10W, LED Mouse Mat 800x300x4MM, 10 Light Modes Extra Large Mousepad Non-Slip Rubber Base Computer Keyboard Mat for MacBook, PC, Laptop, Desk Sold by: GIM SHOP (seller profile) Supplied by: Other Condition: New	\$27.99
1 of: ELETIUO Mouse Wrist Rest with Honeycomb Design, Wrist Ergonomic Support for Laptop, Computer, Soft Silicone Rest Pad for Desk, Pain Relief Mouse Wrist Cushion for Home, Office Sold by: litumfen (seller profile) Supplied by: Other Condition: New	\$9.99

Shipping Address:
Susan Smith
5308 Sunny Day DR N
JACKSONVILLE, FL 32207-5002
United States

Shipping Speed:
FREE Prime Delivery

4 **Payment information** **5**

Payment Method: Visa Last digits: 1234	Item(s) Subtotal: \$37.98 Shipping & Handling: \$0.00 ----- Total before tax: \$37.98 Estimated tax to be collected: \$2.85 ----- Grand Total: \$40.83
Billing address Susan Smith 5308 Sunny Day DR N JACKSONVILLE, FL 32207-5002 United States	

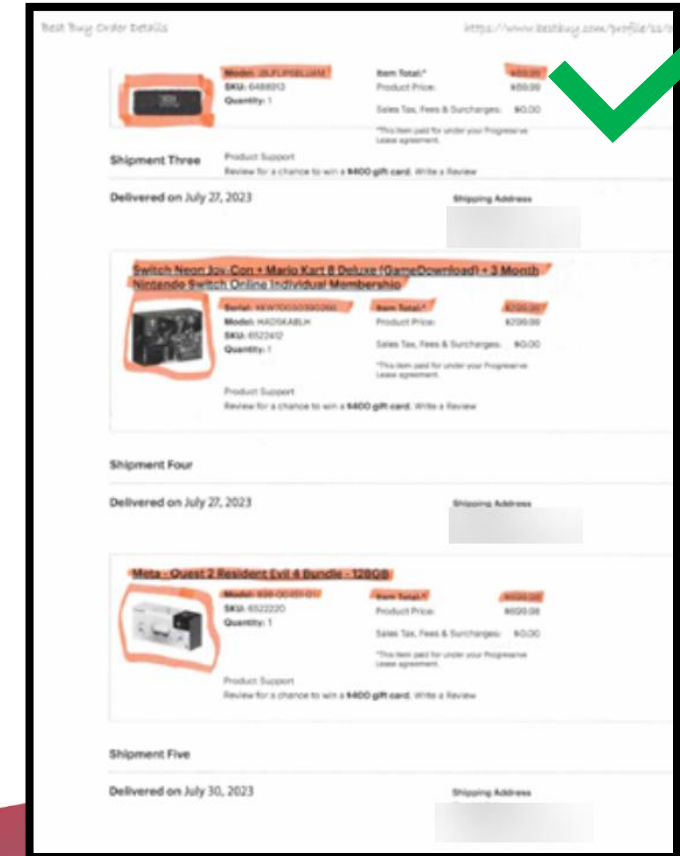
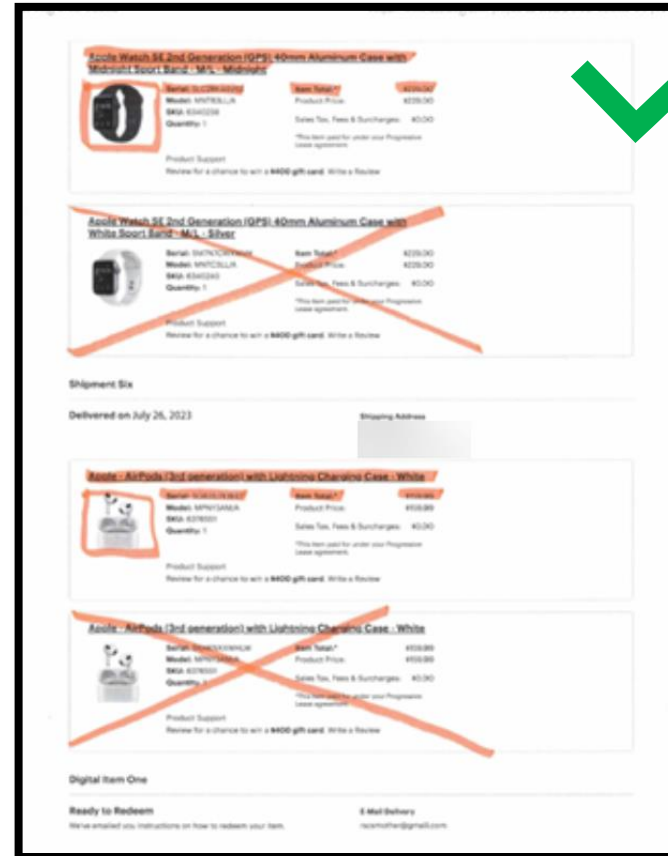
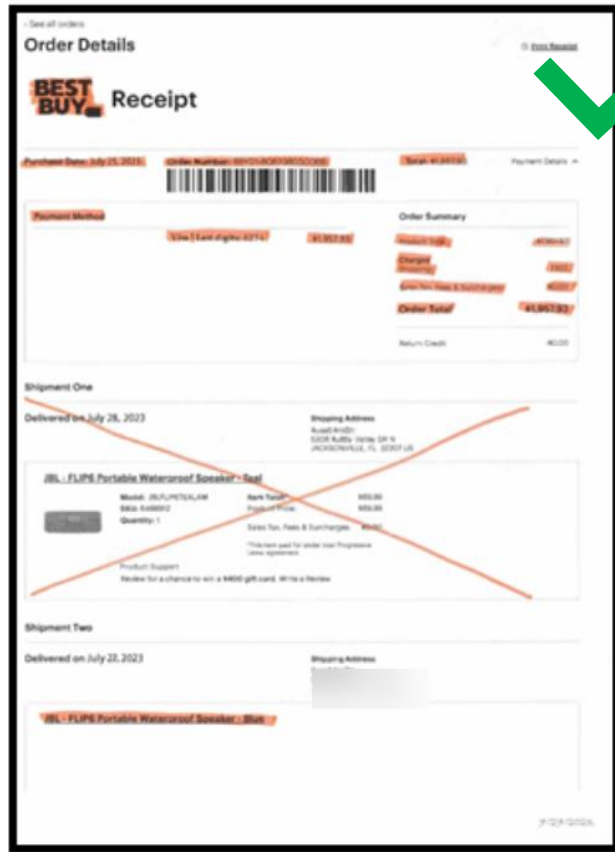
This Amazon receipt is a great example of a purchase with many items, but the parent is only requesting to be reimbursed for one of items.

This receipt captures all the fields needed for submission:

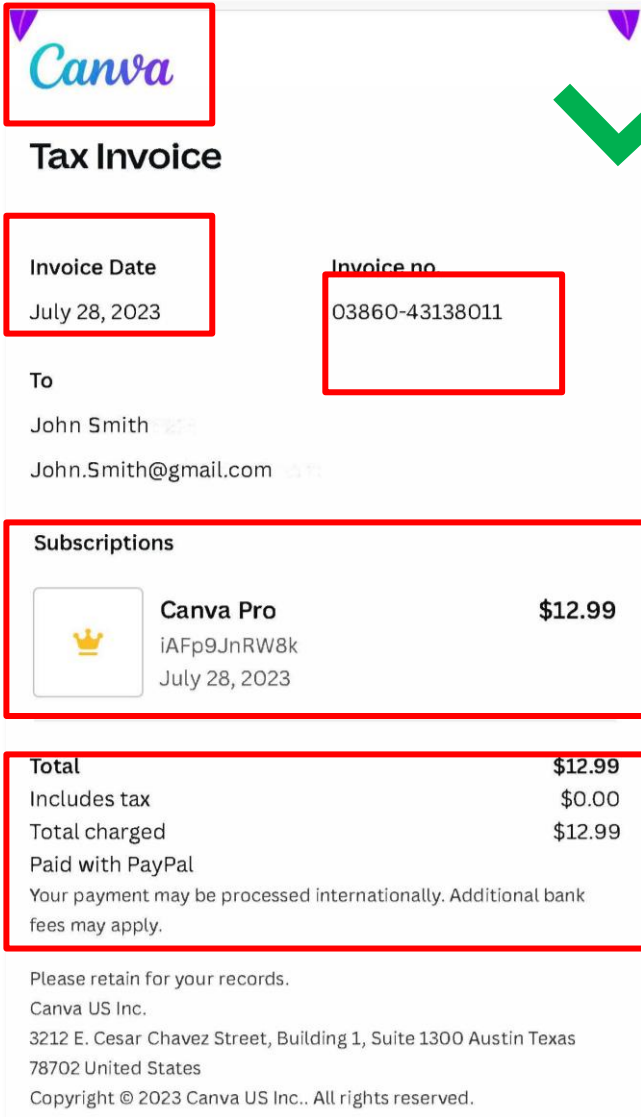
1. Retailer's name
2. Date of purchase with the year
3. Item(s) purchased
4. Payment Method
5. Purchase price
 - a. including subtotal, taxes, shipping, grand total

Tips for Submitting Reimbursements

This is an example of a receipt with multiple items, in which you are only requesting reimbursement for one item. When submitting the receipt, you may “X” out the items which you are not requesting a reimbursement for to make it easier for the processor to determine.



Tips for Submitting Reimbursements



A screenshot of a Canva Tax Invoice. The invoice is white with a red border. It features the Canva logo in the top left corner, a large green checkmark in the top right corner, and several red rectangular boxes highlighting specific information. The highlighted areas include the Canva logo, the 'Tax Invoice' title, the 'Invoice Date' (July 28, 2023), the 'Invoice no.' (03860-43138011), the 'Subscriptions' section (showing Canva Pro at \$12.99), the 'Total' section (showing \$12.99), and the 'Paid with PayPal' section. The bottom of the invoice contains contact information for Canva US Inc. and a copyright notice.

Canva


Tax Invoice

Invoice Date
July 28, 2023

Invoice no.
03860-43138011

To
John Smith
John.Smith@gmail.com

Subscriptions

	Canva Pro iAFp9JnRW8k July 28, 2023	\$12.99
---	--	----------------

Total **\$12.99**

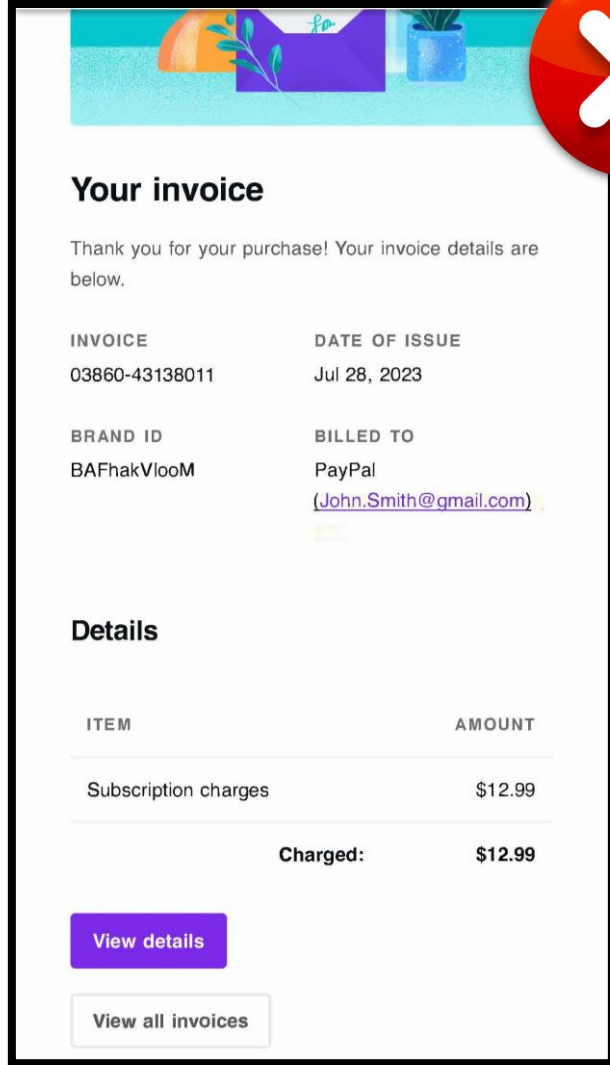

Includes tax \$0.00
Total charged \$12.99
Paid with PayPal
Your payment may be processed internationally. Additional bank fees may apply.

Please retain for your records.
Canva US Inc.
3212 E. Cesar Chavez Street, Building 1, Suite 1300 Austin Texas
78702 United States
Copyright © 2023 Canva US Inc.. All rights reserved.

This is an example of a receipt for a subscription which contains all the necessary information as listed below:

1. Retailer's name
2. Date of purchase with the year
3. Invoice Number
4. Subscription purchased
5. Purchase price
 - a. including subtotal, taxes, shipping, grand total
6. Proof of payment will also be required (*please see proof of payment section on slides 9 -14*)

Tips for Submitting Reimbursements



Your invoice

Thank you for your purchase! Your invoice details are below.

INVOICE	DATE OF ISSUE
03860-43138011	Jul 28, 2023
BRAND ID	BILLED TO
BAFhakVlooM	PayPal (John.Smith@gmail.com)

Details

ITEM	AMOUNT
Subscription charges	\$12.99
Charged:	\$12.99

[View details](#)

[View all invoices](#)

This is an example of a receipt for a subscription; however, this receipt is missing information, therefore it will be placed “On Hold.”

Missing Items:

1. Retailer name
2. Missing the item purchased (“subscription charges” not a detailed explanation)
3. No purchase price including subtotals, taxes, shipping, grand total, etc.

Although it states PayPal, we would need a PayPal invoice including the funding source.

Tips for Submitting Reimbursements



This receipt contains all the necessary components to submit for a successful reimbursement.

1. Retailer's name
2. Date of purchase with the year
3. Item(s) purchased
4. Payment method
5. Purchase price, including subtotal, taxes, shipping, grand total





Gold & Beautiful				
Home Reading Books Free Resources Start Homeschooling About				
Order History				
Account Profile Order History Address				
Order 8/5/1/2023				
	Course Book: Language Arts Level K	Quantity 1	\$28.99	
	Hand Writing Workbook: Level K	Quantity 1	\$12.99	
	Math 1: Course Set	Quantity 1	\$58.98	
	Geology: Student Journal Grades 3-6 One Per Student	Quantity 1	\$5.99	
Orderd Last July 27, 2023	Update July 28, 2023	Order Status Shipped	Items Subtotal:	\$106.95
			Shipping & Handleing:	\$10.40
			Estiminated Tax To Be Collected:	\$8.21
Shiped July 30, 2023	Payment Method Credit Card			
Tracking Number 1234567890			Grand Total:	\$125.56

Tips for Submitting Reimbursements

This is a sample of the same receipt from the previous slide however it was placed “On Hold” because it is missing the retailer's name.

The retailer's name must be on the receipt



	Course Book: Language Arts Level K	Quantity 1	\$28.99
	Hand Writing Workbook: Level K	Quantity 1	\$12.99
	Math 1: Course Set	Quantity 1	\$58.98
	Geology: Student Journal Grades 3-6 One Per Student	Quantity 1	\$5.99

Orderd Last July 27, 2023	Update July 28, 2023	Order Status Shipped	Items Subtotal:	\$106.95
			Shipping & Handling:	\$10.40
			Estimiated Tax To Be Collected:	\$8.21
Shiped July 30, 2023	Payment Method Credit Card		Grand Total:	\$125.56
Tracking Number 1234567890				

Proof of Payment (POP)



Proof of Payment (POP) - Please provide a document that includes any of the following: a copy of the credit card receipt, a cleared check (front and back), a copy of the entire money order made out to the provider, a receipt from a mobile payment service such as CashApp, PayPal, Zelle, or Venmo, an invoice displaying the funding source, or a copy of the bank or credit card statement.

New Worlds does not accept cash payment transactions

Proof of Payment Requirements

Community ...
August 1, 2023 - Payment
- \$149.95

Paid with
MasterCard Debit Card
x-1234
You'll see
PAYPAL

Seller info
Community Partners
213-346-3244
jhermosa@communitypartne
rs.org

Purchase details
\$149.95
Ship to Global Village School K8
Curriculum - CA
Item #382

John Doe
1234 Sunny Day Dr
Safety Harbor, FL 34695
United States

Shipping \$135.95
\$14.00
Total \$149.95

Transaction ID
1A234567890P

Need help?
If there's a problem, make sure to
contact the seller through PayPal by
January 28, 2024. You may be
eligible for purchase protection

<https://www.paypal.com/myaccount/acthfiles/print-details?K852723PL900620P>

Proof of Payment

Both receipts are great examples of Proof of Payment (POP). They both include who was paid, the date it was paid, and the amount paid.

Receipt on the left: It can serve as both a proof of purchase (POP) and a receipt as it displays details such as the payment method, purchased items, the seller, shipping costs, and the total amount paid.

Subject Credit card transaction exceeds alert limit you set
From Bank of America <onlinebanking@ealerts.bankofamerica.com>
<John.Doe@gmail.com>
Aug 21 at 6:25 AM

BANK OF AMERICA

Credit card transaction exceeds alert limit you set

BankAmericard Visa Platinum Plus ending in 1234

Amount: \$149.95
Date: August 21, 2023
Where: BRITISH SWIM SCHOOL ORLAN

[View details](#)

If you made this purchase or payment but don't recognize the amount, wait until the final purchase amount has posted before filing a dispute claim.

Proof of Payment Requirements

Your bill at a glance		
For		
Previous balance		\$80.25
EFT Payment - thank you	Nov 19	-\$80.25
Balance forward		\$0.00
Regular monthly charges	Page 3	\$80.00
Taxes, fees and other charges	Page 3	\$0.25
New charges		\$80.25
Amount due		\$80.25

Electronic Funding Transfer (EFT)

We can accept a receipt/invoice that says ACH (electronic transfer) but, not EFT (electronic funding transfer). If EFT documentation is provided, we will need an additional source of Proof of Purchas (POP).

Proof of Payment Requirements

From
Simple Speech Therapy
8390 Champions Gate Blvd Suite 220A
Champions Gate, FL 33896-72

PAID



Invoice

Bill To
John Doe (Parent Name)

Client
Susan Smith (Child's Name)

Responsible Party
John Doe
(012) 345-6789
johndoe123@gmail.com

Invoice
#3075
Issued: 08/18/2023
Due: 08/23/2023

Provider
Dr. Leesa Marante, Ph.D., CCC-SLP
Tax ID: 853295042
NPI: #1447784376
(407) 900-4474
ashtyn@simplespeechtherapyfl.com

Date	Description	Amount
08/18/2023	Treatment of speech, language, voice, communication, and/or auditory processing disorder; individual (92507) with Dr. Leesa Marante, Ph.D., CCC-SLP	\$100.00

Please Note:

A statement marked "PAID" or showing a zero balance will not be accepted as proof of payment.

Subtotal	100.00
Total	100.00
Amount Paid	100.00
Balance	\$0.00

To make a cash payment to a provider, you need to provide a signed and dated letter from the provider on their letterhead.

The letter should include the name of the provider, the first and last name of the student, a description of the service (such as tuition or registration), the full payment dates (in the format mm/dd/yy), the payment amounts, and the payment method (such as cash).

Proof of Payment Requirements

Sports Lessons Invoice Requirements-

Please make sure that the invoice or receipt is printed on the company's official letterhead.

It should include the full name of the student, which should match the name provided in the scholarship application.

The document must also contain a detailed description of the item(s) being purchased (such as "registration", "hula dance class", etc.), along with the date(s) of the service and/or program, including the year (mm/dd/yyyy).

Please note: These instructors are not considered as part of the elective requirements.

Subject Your Receipt Confirmation
From British Swim School - Orlando <noreply@jackrabbitech.com>
To: <john.doe@gmail.com.>
Date Aug 21 at 6:25 AM

[Click here](#) to access your account.

From:
British Swim School - Orlando
12700 South Orange Blossom Trail
Orlando, FL 32837

EIN: 81-4336710

For:
John Doe

Please retain a copy of this for your records.

Payment Summary						
Fee Date	Type	Student	Class/Event	Amount	tax	Amount Paid
08/20/2023	Tuition Fee	Susan Doe	Adult 1 HC 12:30 PM SAT	149.95	0.00	149.95
Note: September, Base Fee=119.96, Monthly tuition						
						Payment: 149.95
Billing Information						
John Doe 1234 West Rd Orlando, FL 12345 Customer ID: 0987654321			Visa xxxx-xxxx-xxxx-1234 SUCCESS Authorization Code: 8523A Transaction ID:369852147 Transaction Date: 08/21/2023 06:25 AM			

Proof of Payment Requirements

Statement for Insurance Reimbursement

Bradshaw & Associates

1483 Lake Baldwin Lane, A
Orlando, FL 32814
Practice Tax ID: 81-2581633
Phone: (321) 422-0145
Fax: (949) 266-1670

Provider: Kimberly Kirkpatrick Justice, PhD
Licenses: PY7064

NPI: 1003879537
EIN: 93-2403208

Bill To:
Sue Smith

Amount Paid:
\$55.00

Date	Procedure	Description	Fee	Units	Total
8/7/2023	90834	Individual Psychotherapy for Johnny Smith	45 minutes	\$55.00	1
Diagnosis Codes: F84.0, Z73.812, F90.2, F42					
Place of Service: 11					
Subtotal					\$55.00
Total					\$55.00

Payments


Date	Method	Amount
Aug 07, 2023	visa (1234)	\$55.00

Provider Invoice Criteria - Invoice/receipt must include the student's full name as shown on the application, dates of service (including the month, day and year), type of service rendered, provider's full name, business address and license number, and amount due.

Please Note: Cash payments to a provider require a signed, dated letter from the provider on their letterhead including the provider's name, student's first and last name, description service (i.e., ABA therapy, counseling, physical therapy etc.), full payment dates (mm/dd/yy), amounts, and payment method (i.e., cash.)

***This does not apply to New Worlds Scholarship Account families.*

Tutoring Reimbursement Requirements



MILLER TUTORING

September 29, 2023

Bill To		Payment To Tutor	
Parent/Guardian	Susan Doe (mother)	Tutor	Thompson Miller
Student	Johnny Doe (student) 12345 Hodges Rd Jacksonville, FL 32114	Address	1553 Cedar Bay Rd Jacksonville, FL 32218
Phone	904-524-3004	Phone	904-327-6446
Payment Due	September 29, 2023	Email	Thompsonma31@gmail.com
Amount Due	\$600.00	License #	1251543
		Expiration Date	06/30/2024

Qty.	Item#	Description	Unit Price	Line Total
1	TUT	Tutoring – Reading Comprehension / Strategies Location – Student's home private tutoring session Tutoring sessions 09/25/2023 – 09/29/2023	\$600.00	\$600.00
1	PMT	Check #145	(\$600.00)	\$0.00
Estimated Final Balance Due				\$0.00

Tutoring Invoice Requirements:

Student's full name, date(s) of service (including the month, day, and year), hourly rate and quantity of hours, type of service rendered, provider's full name, business address and license number, and amount due.

Tutoring Reimbursement Requirements



Huntington Learning Center

6300 N Wickham Rd. Ste. 125
Melbourne, FL 32940
(321) 757-0379



Invoice

07/05/2023

Invoice for
Susan Smith

Description	Qty(hrs.)	Unit price	Total price
Tuition - by the hour	16	\$89.00	\$1,424.00

Notes:
Taught by:
David Perry
Doctorate in Education Administration
Columbia University, 1986

Subtotal **\$1,424.00**

\$1,424.00

Missing Information:

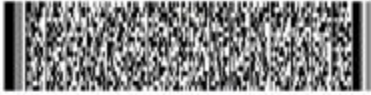
Based on the sample provided here, this invoice for tutoring services would be placed “On Hold.” It only has the tutor’s name and not the tutor’s credentials. It also is missing the dates if service.

Tutoring Reimbursement Requirements

**Florida Teacher Certification Examinations
SCORE REPORT**

Social Security Number: 123456789

Score Report Date: October 24, 2012



This barcode contains unique examinee information (including Pass/Fail status). Any attempt to manipulate this barcode and/or the contents of the score report will result in distortion of the barcode and/or mismatch of data.

Passing the Subject Area Examination, the Professional Education Test, and the multiple-choice subtests of the General Knowledge Test requires a scale score of 200 or higher on each. Passing the General Knowledge Essay requires a score of 6 or higher.


Current Test Administration Results

Test	Status	Date
Elementary Education K-6	Pass	October 18, 2012
Exceptional Student Education K-12	Pass	October 16, 2012

Cumulative Results* as of October 24, 2012

Test	Status	Date
Elementary Education K-6	Pass	October 18, 2012
Exceptional Student Education K-12	Pass	October 16, 2012
Professional Education (PED)	Pass	September 28, 2012
GK Subtest 4: Mathematics	Pass	December 30, 2011
GK Subtest 3: Reading	Pass	August 5, 2011
GK Subtest 2: English Language Skills (ELS)	Pass	August 5, 2011
GK Subtest 1: Essay	Pass	August 5, 2011

*Includes all Subject Area Examinations passed, your status on the Professional Education Test, and your status on each section of the General Knowledge Test and/or CLAST, as of the score reporting date. Note that for the purposes of certification, General Knowledge and CLAST are interchangeable; equivalent subtests from either test may be used in combination across the 2 tests to satisfy the basic skills requirement. If applicable, your status on each section of German or Speech test, as of the score reporting date, is also provided.

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EDUCATION**
fldoe.org

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License Details

Press "Search Results" to return to the Search Results list.
Press "New Search Criteria" to do another search of this type.
Press "New Search" to start a new search.

License Number: 1251543 Current Date: 01/17/2024 03:15 PM

Name: _____

License Type: 5 Year Renewable Professional

License Status: Certified

Expiry Date: 06/30/2024

Effective Rank Date: 07/01/2014

District Affiliation

Licensee's Role: Individual

Related Party Role: District

Related Party Name	License Type	Address
DUVAL	District	JACKSONVILLE , FL DUVAL 32207

Subject Area(s)	Rank	Status	Effective Date	Expiration Date
Prekindergarten/Primary Education	5 Year Renewable Professional	Issued	11/30/2018	06/30/2024
Autism Spectrum Disorders	5 Year Renewable Professional	Issued	07/01/2014	06/30/2024
English for Speakers of Other Languages	5 Year Renewable Professional	Issued	07/01/2014	06/30/2024
Exceptional Student Education	5 Year Renewable Professional	Issued	07/01/2014	06/30/2024

[Search Results](#) [New Search Criteria](#) [New Search](#) [Print](#)

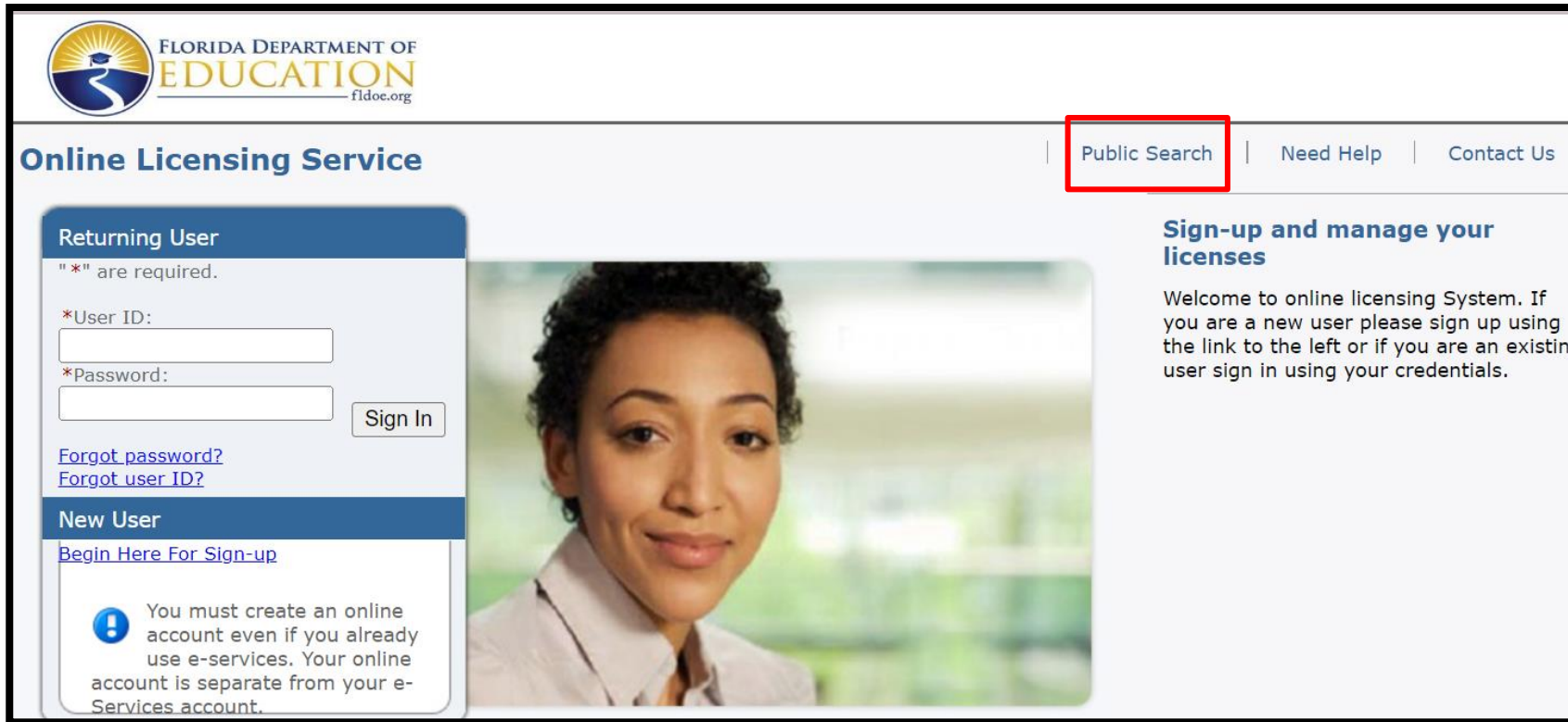
Part-Time Tutoring Instructor Credentials:


A College Degree in the subject area, Florida Department of Education license number, or Florida Teacher Certification Exam Score

Full-Time Tutoring Instructor Credentials:

A valid and active Florida Department of Education license

Steps for Locating Instructor's Credentials



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Online Licensing Service

[Public Search](#) | [Need Help](#) | [Contact Us](#)

Returning User
"*" are required.


*User ID:

*Password:

[Sign In](#)


[Forgot password?](#)
[Forgot user ID?](#)

New User
[Begin Here For Sign-up](#)

 You must create an online account even if you already use e-services. Your online account is separate from your e-Services account.

Sign-up and manage your licenses

Welcome to online licensing System. If you are a new user please sign up using the link to the left or if you are an existing user sign in using your credentials.

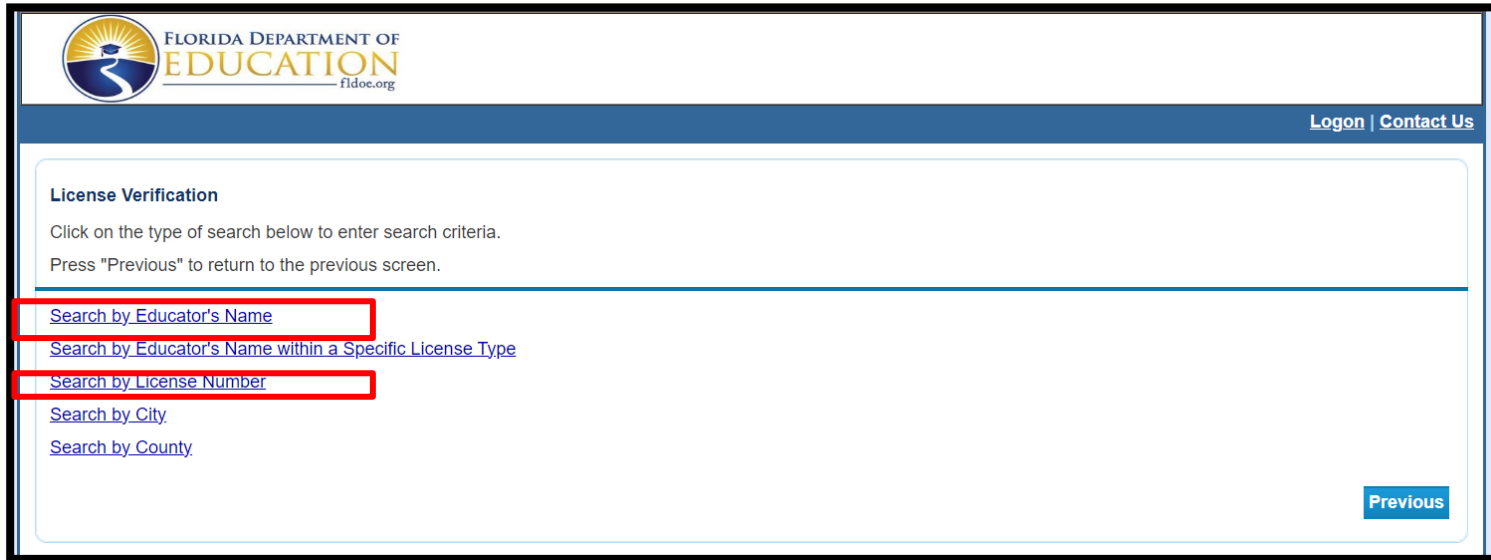


Step I:

Navigate to
<https://flcertify.fldoe.org/datamart/mainMenu.do>

Click on “Public Search”

Steps for Locating Instructor's Credentials



FLORIDA DEPARTMENT OF
EDUCATION
fdoe.org

Logon | Contact Us

License Verification

Click on the type of search below to enter search criteria.
Press "Previous" to return to the previous screen.

[Search by Educator's Name](#)

[Search by Educator's Name within a Specific License Type](#)

[Search by License Number](#)

[Search by City](#)

[Search by County](#)

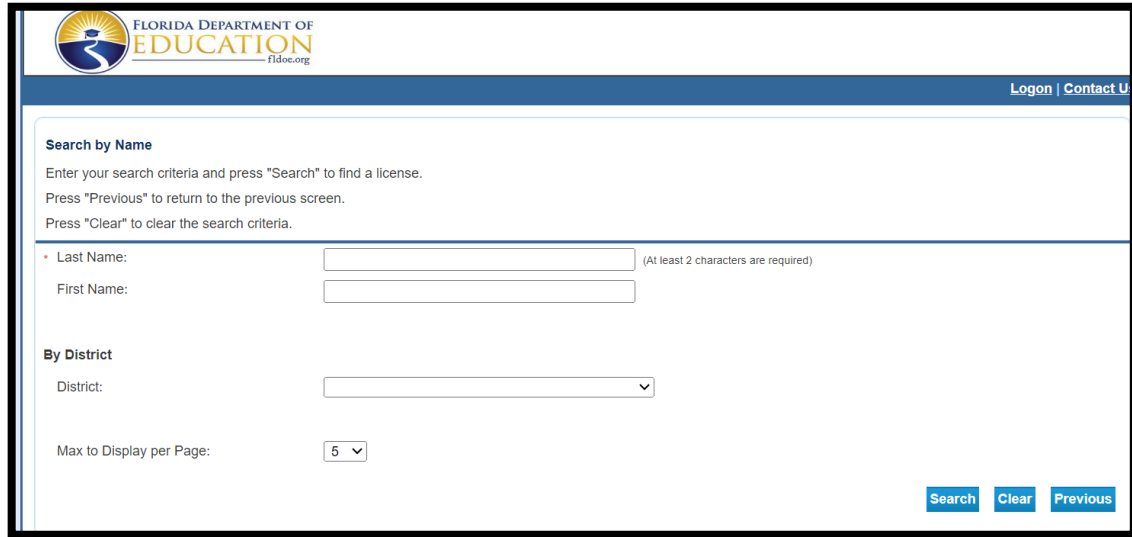
Previous

Step II:

There are two options you may use to search for the instructor's credentials.

1. Educator's Name
2. License Number

Steps for Locating Instructor's Credentials



The screenshot shows the Florida Department of Education website with the search interface for locating instructor credentials by name. The header includes the Florida Department of Education logo and the text "FLORIDA DEPARTMENT OF EDUCATION fdoe.org". The navigation bar contains "Logon" and "Contact Us" links. The main content area is titled "Search by Name" and includes instructions: "Enter your search criteria and press 'Search' to find a license. Press 'Previous' to return to the previous screen. Press 'Clear' to clear the search criteria." The search form has two sections: "Last Name:" and "First Name:" with text input fields, and "By District" with a dropdown menu. A "Max to Display per Page:" dropdown is set to "5". At the bottom right are "Search", "Clear", and "Previous" buttons.

FLORIDA DEPARTMENT OF EDUCATION
fdoe.org

Logon | Contact Us

Search by Name

Enter your search criteria and press "Search" to find a license.
Press "Previous" to return to the previous screen.
Press "Clear" to clear the search criteria.

Last Name: (At least 2 characters are required)
First Name:

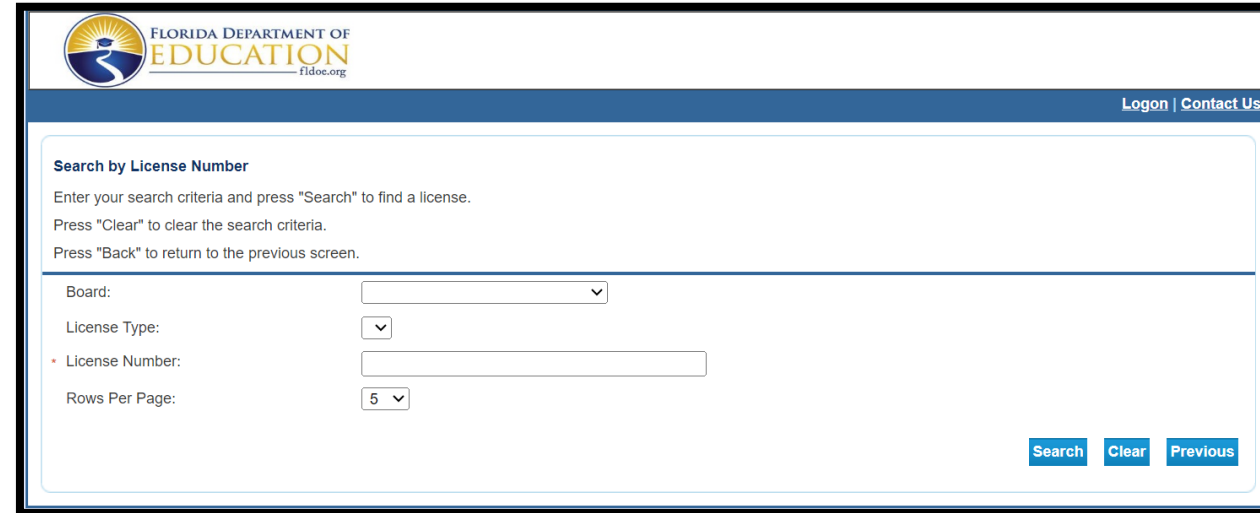
By District
District:

Max to Display per Page:

Search Clear Previous

Step III by Name:

Enter the instructor's last name and first name; the district field is optional. Then press "search."



The screenshot shows the Florida Department of Education website with the search interface for locating instructor credentials by license number. The header includes the Florida Department of Education logo and the text "FLORIDA DEPARTMENT OF EDUCATION fdoe.org". The navigation bar contains "Logon" and "Contact Us" links. The main content area is titled "Search by License Number" and includes instructions: "Enter your search criteria and press 'Search' to find a license. Press 'Clear' to clear the search criteria. Press 'Back' to return to the previous screen." The search form has four sections: "Board:" with a dropdown menu, "License Type:" with a dropdown menu, "License Number:" with a text input field, and "Rows Per Page:" with a dropdown menu set to "5". At the bottom right are "Search", "Clear", and "Previous" buttons.

FLORIDA DEPARTMENT OF EDUCATION
fdoe.org

Logon | Contact Us

Search by License Number

Enter your search criteria and press "Search" to find a license.
Press "Clear" to clear the search criteria.
Press "Back" to return to the previous screen.

Board:
License Type:
License Number:
Rows Per Page:


Search Clear Previous

Step III by License Number:

Enter the instructor's license number. The other fields are optional. Then press "search."

School Invoice Criteria

Payment Summary

 The Payment Summary report is for informational purposes only. It includes payment activity applied to the balance owed to or service rendered by The Christ School during the selected time frame.

Customer: Susie Smith

1234 Sunny Day Dr
Orlando, FL 32804
USA

The Christ School

106 E Church St
Orlando, FL 32801
USA

Federal Tax ID: 59-3364919

Student: Johnny Smith

Generated On: Nov 6, 2023, 2:58:29 PM
Dates Selected: Jan 01 2023 - Dec 31 2023

Johnny Smith - \$14,405.00

2023-2024 School Year	Grade - 2B	\$14,405.00
ACCOUNT		TOTAL
After School Academy		\$275.00
Bridge Tuition		\$13,380.00
Fee: Enrollment Fee		\$750.00

Johnny Smith - \$35.00

2023-2024 School Year	\$35.00
ACCOUNT	TOTAL
PTF: Lion's Den	\$35.00

School invoice criteria:

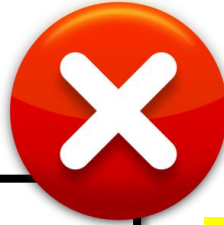
The invoice must contain the following components:

The school name and school address, description of the fee charged, the relevant school year for the charges, the relevant date in mm/dd/yy format, the full name of the student as it appears on the scholarship, and documentation that lists all required fees for enrollment including the annual tuition (please note this is often referred to as the Annual Tuition & Fees Schedule).

Before this submission would be complete, you will need to submit a Proof of Purchase (POP) and Tuition and Fee Schedule.

If a **FACTS** statement is provided, please ensure that the **FACTS** letterhead and/or website is shown.

School Invoice Criteria



11/6/23, 3:01 PM

Activity Details - Balances

The Christ School

Johnny Smith #1234567890

Balances

Total Amount Due: \$13,380.00

[Expand All](#) | [Collapse All](#)

^

Elijah Uhland

Amount Due: \$13,380.00

TERM	ACCOUNT	CHARGES	PAYMENTS	AMOUNT DUE
2023-2024 School Year	After School Academy	\$275.00	\$275.00	\$0.00
2023-2024 School Year	Bridge Tuition	\$26,760.00	\$13,380.00	\$13,380.00
2023-2024 School Year	Fee: Enrollment Fee	\$750.00	\$750.00	\$0.00

▼

Ronald Uhland

Amount Due: \$0.00

Please note:

A common mistake we often see on school invoices is the absence of the school address. Please ensure that all critical components are included before submitting your reimbursement request.

School Invoice Criteria



PROVIDENCE SCHOOL
Boldly Christian. Unquestionably Academic.

FACTS Payments now
in FACTS Family Online

2024-2025 TUITION & ENROLLMENT FEES

Kindergarten – 12TH Grade

New Student:

APPLICATION: \$150 non-refundable application fee
ENROLLMENT: \$1260 non-refundable enrollment fee
(one time non-refundable facility fee of \$760 and non-refundable tuition deposit of \$500)

Returning Student:

\$500 non-refundable tuition deposit due with enrollment packet by 1-31-24

First Child Tuition

(Applies to oldest student enrolled. Rates are subject to change without notice.)

Grade	Tuition (Includes fees for a yearbook. Discounts do not apply to these fees.)	Tuition Deposit	Annual Tuition Payment* ((\$25.00 annual FACTS service fee) 6/12/2024	Semi-Annual Payment ((\$25.00 annual FACTS service fee) 6/12/24 & 1/10/25	Monthly Payment ((\$55.00 annual FACTS service fee) 11 Payments - June-April
Kindergarten	\$14,140.00	\$500 (returning and new student)	\$13,233.05	\$6,820.00	\$1,240.00
1,2,3,4,5	\$15,295.00		\$14,353.40	\$7,397.50	\$1,345.00
6,7,8	\$16,290.00		\$15,319.30	\$7,895.00	\$1,435.45
9,10,11,12	\$17,120.00		\$16,124.40	\$8,310.00	\$1,510.91
Arrowsmith**	\$10,000.00	n/a	\$10,000.00	\$5,000.00	\$909.09

* Full Pay Discount of 3% if full amount paid by June 12, 2024 and \$250 discount if partial amount paid due to SUFS/AAA Scholarship

**Arrowsmith program fees are an additional cost over the regular rate of tuition. There is not a 3% early pay discount for Arrowsmith.

Additional Sibling Discount

(Applies to younger student[s] enrolled. Rates are subject to change without notice.)

Grade	Tuition (Includes fees for a yearbook. Discounts do not apply to these fees.)	Tuition Deposit	Annual Tuition Payment* 6/12/2024	Semi-Annual Payment 6/12/24 & 1/10/25	Monthly Payment 11 Payments - June-April
Kindergarten	\$12,733.50	\$500 (returning and new student)	\$11,868.75	\$6,116.75	\$1,112.14
1,2,3,4,5	\$13,773.00		\$12,877.06	\$6,636.50	\$1,206.64
6,7,8	\$14,671.00		\$13,748.87	\$7,085.50	\$1,288.27
9,10,11,12	\$15,418.00		\$14,473.46	\$7,459.00	\$1,356.18

Rev. 11/14/2023



**Immaculate
Conception**
Catholic School

QUICKLINKS - FOLLOW US: [f](#) [i](#) [t](#) CHURCH



Tuition and Fees



CONTACT INFO



Roderick, Ivette
Tuition Manager
iroderick@icsmiami.org

ACADEMIC YEAR 2023–2024

NON-REFUNDABLE REGISTRATION FEE PER CHILD FOR SCHOOL YEAR 2023–2024

REGISTRATION FEE:	\$395.00	PER CHILD*
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*\$100 discount if drafted successfully by February 28, 2023.

Registration fees after February 28, 2023 are as follows:

03/01-03/31:	\$395.00
04/01-04/28:	\$495.00
On or after 05/01:	\$595.00

TUITION PER CHILD FOR SCHOOL YEAR 2023–2024

Tuition rate includes fees for testing, books, supplies, and iPad apps, as appropriate.

Pre-K 1- Pre-K 4	\$7,800.00	per child
Grades Kinder - 8	\$8,950.00	per child
Resource Program	\$1,200.00	per child

CONTACT

125 W 45th Street
Hialeah, FL 33012
(786) 574-2244

School Uniform Policy

Parent / Student Handbook 2023-2024



125 West 45th Street
Hialeah, Florida 33012
Office 305 822-6461
Fax 305 822-0289
Website: www.icsmiami.org
E-mail Address - icsoffice@icsmiami.org

Rev. Rolando Cabrera
Pastor

Mrs. Victoria Flutie-Leon
Principal

Mrs. Michelle Pacheco-Roof
Counselor / Administrator

Last updated on November 7, 2023

Dress Code Policy

No excuse will be accepted for any violation of the dress code. Dress Code violations will cause disciplinary consequences.

School uniforms for ICS must be purchased from:

Risse Brothers
37 N State Road 7
Plantation, Florida
(954)769-1159

Shoes may be purchased from:

Victory Shoes
1450 West 49th Street
Hialeah, Florida 33012
Telephone: 305 822-7416

Students in Pre-K1 through Pre-K3 may wear black sneakers. Students in Pre-K4 through 8th grade are to wear the approved school shoes which may be purchased at Victory Shoes. All students are required to wear the official uniform shoe adopted by ICS.



UNIFORM SHOES



Black penny loafers (no buckles) may be worn by any student in grades 1st through 8th. When not opting for penny loafers please refer to Victory shoes for uniform shoe styles.

It is suggested that parents purchase at least two sets of uniforms. Personal cleanliness and neatness are important lessons. Uniforms should be neat and clean with no rips or tears.

Girl's Uniforms

Pre K1
Uniform shirt (purchased at school main office) and navy shorts from store of choice

School Uniform Policy- A copy of the school's Uniform Policy that shows all mandatory items for attendance.

Please Note: Accessories such as belts, ties, socks, shoes, hairbows, hats, etc. are not approved. The reimbursement will be denied and/or, the requested amount will be adjusted to reflect the amount without these items.

School Uniform Policy

Pre K2 through Pre K3 Uniform Shirt Uniform Shorts

Pre Kindergarten 4 through Grade 8

Uniform Jumper, blouse, shirt, skirt, and/or split skirt
Uniform pants (6th-8th grade only) belt must be worn
Uniform navy shoe (Victory Shoes or Penny Loafer)
Uniform school jacket
Uniform school sweatshirt or cheerleading jacket (no hooded jackets allowed)
Solid Black Belt (no design on buckle)
School cross tie with blouse and skirt must be worn on Mass days. It must be worn all day (6th-8th Grade).

Note: The hem of the girl's jumper or split skirt must be no shorter than 2" above the knee. The only shorts permitted under the school jumper or skirt are the ICS PE shorts. Only ankle length leggings or tights of solid navy, white or black may be worn under the uniform in cold weather.

Boy's Uniform

Pre K1 Uniform shirt (purchased at school main)

Pre K2 through Pre K3 Uniform Shirt Uniform Shorts

Pre-Kindergarten 4 thru Grade 8

Uniform Shirt
Uniform pants
Uniform shorts (PK 3-2nd Grade)
Uniform black shoe (Victory Shoes or Penny Loafer)
Uniform school jacket
Uniform school sweatshirt
Solid black belt (no design on buckle)
School tie to be worn on Mass days.

Note: Pants must be worn at the waist. If no belt, the gray ICCS PE shirt.

Required Physical Education Uniform for Boys

- Uniform PE shorts (3 inches above the knee)
- ICCS PE T-shirt
- Running Sneakers
- *Note: T-shirts must be tucked in.

- No leggings or jeggings allowed.
- Class Shirts or if specifically announced an appropriate T-shirt may be worn.
- No spaghetti straps, backless, halter-tops, sleeveless shirts or bare midriffs are permitted.
- No flip-flops, open sandals or shoes without backs are permitted, sneakers are permitted.
- Dresses and skirts must be appropriate length.
- Boys must wear socks.
- Only school sweaters and jackets may be worn on cold days.

NOTE: General appearance is subject to the approval of the administration home until the problem is corrected.

Violations of Dress Code Policy, including hair:

- 1st Offense: Lunch Detention
- 2nd Offense: Lunch Detention
- 3rd Offense: Morning detention

Drug and Alcohol Policy

The use or possession of illegal drugs or illegal mood altering substances, drug-related paraphernalia, or the abuse of prescription or over the counter drugs while attending or participating in any school sponsored activity or at anytime the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include administrative withdrawal from the school, even for a first offense.

Any student selling drugs on school property or at school functions may result in a disciplinary response, up to and including, administrative withdrawal.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. It may also involve the use of drug dogs and other methods in the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol.

If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in administrative withdrawal from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense. A school may conduct random searches as set forth in this handbook.

General Regulations

- No make-up, nail polish or artificial nails or tips.
- No tattoos-real or fake.
- Hats are not permitted. Girls may wear navy blue, black, beige, or white hair ribbons or bows. Bows may not be bigger than the palm of the student's hand.
- Only a small religious medal or cross on a thin chain may be worn. No cord style chains allowed.
- No bracelets are to be worn, unless for medical identification. No pendants or good luck charms are to be worn.
- No rings are to be worn.
- Earrings:
 - Girls- One pair of plain small stud earrings for pierced ears on the lower lobe is permitted. No dangling or hoop earrings are allowed. Earrings may only be worn on the ears.
 - Boys-No earrings are permitted.
- A simple watch may be worn. Apple Watch is not permitted.
- Shirts and blouses must be tucked in during school hours and school functions.
- Socks – All students must wear plain white socks, navy or black (no logos). Socks must be ankle length or higher. The length must be 1 inch above the ankles.
- Boys in seventh and eighth grade will be required to be clean-shaven. (Mustaches, goatees, side burns, or other trimmed facial hair are not permitted)
- Hairstyles:
 - Properly groomed hair is required at all times.
 - Girls- No extreme hair styles. Students must keep their natural hair color. Chemically dyed, tinted, Sun-In, highlighted or chemically treated hair is not permitted. Students with treatments applied will be required to return hair to natural color or have it cut to length that removes the color treated portion.
 - Boys- Hair should be short on sides, above the eyebrows, above the shirt collar and ½ inch over the ear. Extreme cuts, wedges, line, coloring or shaved heads are not permitted. No shaved areas are allowed. Hair must be all one length: ½ above the ears, above the eyebrows and above the shirt collar. Side burns must be kept short and cut straight (no pointed side burns permitted) Hairstyle must be simple and neat. No excessive use of gel. Hairstyles are subject to the approval of the administration. Chemically dyed, tinted, sun-in, highlighted or chemically treated hair will not be allowed.

Dress-up Days

- No jeans are permitted or jean style pants.
- No T-shirts are permitted.
- No Shorts are permitted.
- Split skirts of appropriate length may be worn.
- No spaghetti straps, backless tops, halter tops, sleeveless shirts or bare midriffs are permitted.
- No flip-flops, open sandals or shoes without backs are permitted, dress sneakers are permitted.
- Dresses and skirts must be appropriate length.
- Boys must wear socks.
- Only school sweaters and jackets may be worn on cold days.

Dress-down Days

- Jeans are permitted. No torn jeans are allowed, only black or blue jeans may be worn.

School Uniform Policy- When submitting proof of purchase for uniforms, it is imperative you submit all pages that pertain to the school uniform policy.

School Uniform Policy

Risse Brothers
SCHOOL UNIFORMS

37 N. State Road #7 • Plantation, FL 33317
Phone: 954-769-1159

Invoice: RS072623106627221

Order Date: 07/26/2023
Order taken by: jpaulino

Payment Details

Payment Method:
Transaction: Sale
Approval Code: 174598
Card: x0435
Amount: \$276.36
Method: Contactless
Exp Date: 0330
Card Type: Visa

AID: A0000000031010

Bill To _____ Ship To _____

Day Phone: 3057264550

Day Phone: 3057264550

Immaculate Conception Catholic School

	Option	Price	Total
5738-2168-09 (Ash)	Youth Small	\$25.85	\$25.85
1 Short Sleeve Polo Shirt with Logo, YXXS - YXL			
	Option	Price	Total
5738-2168-00 (White)	Youth Small	\$25.85	\$103.40
4 Short Sleeve Polo Shirt with Logo, YXXS - YXL			
	Option	Price	Total
6300-2168-03 (Navy)	Youth Small	\$42.50	\$42.50
1 V-Neck Cardigan Sweater with Logo, YXXS - YXL			
	Option	Price	Total
KJF14-2168-03 (Navy)	Youth Small	\$43.75	\$43.75
1 Zip Up Fleece Jacket with Logo, YXXS-YXL			
	Option	Price	Total
701-2168-03 (Navy)	Youth Small	\$18.43	\$36.86
2 Performance Gym Shorts with Pockets, YXXS - YXL			
	Option	Price	Total
29-2168-18 (Sports Grey)	Youth Small	\$12.00	\$24.00
2 Short Sleeve Gym T-Shirt with Logo, YXS - YXL			
Sub Total			\$276.36
Tax			\$0.00
Shipping			In-Store
Shipping Method: In-store Pickup			

Order Total \$276.36

This is an example of a receipt for uniforms which contains all the necessary information as listed below:

1. Purchase Date
2. Item purchased
3. Proof of purchase (POP)
4. Retailer's name
5. Purchase price
 - a. including subtotal, taxes, shipping (if applicable), grand total

Elective Criteria

Elective Provider criteria-

We need to be able to see that the instructor has experience in the subject they are providing services for. We can accept:

- a valid or expired Florida educator's certificate
- documentation showing at least 3 years of experience in the relevant subject (for example: a resume or LinkedIn account)
- currently enrolled or have a degree from a postsecondary educational institution in the relevant subject
- or
- a certification/national accreditation in the relevant subject.

Note: This does not apply to sports



Elective Criteria

Sample of Elective Documentation

Example of a good receipt:

1. Student's name
2. Purchase date
3. Class name
4. Dates of classes
5. Proof of Purchase
6. Organization name
7. Retailer's name
8. Teacher's name
9. Grand total ,taxes, fees, ect

8/17/23, 5:41 PM orlando-eor.pike13.com/invoice/519553297/print-tue

School of Rock Orlando
Learn to Rock Your World.

H. Susie Smith,

Here is your copy of bill 118536

Bill 118536
Created on Thu, Aug 17, 2023 at 5:35

Rock 101 - 45 Minute Lessons

1	Pays for plan Aug 17 through Aug 31, 2023 - School of Rock Orlando - for Johnny Smith Izekos	\$295.00
	Adjustment for reduced billing period of Aug 17 to Sep 1, 2023	-\$73.75
1	Enrollment Fee - School of Rock Orlando - for Johnny Smith	\$75.00
	State of Florida Sales Tax (6%)	\$4.50
	Orange County Sales Tax (0.5%)	\$0.38
	Total	\$301.13

Payments

Mastercard 1234, 4/25	\$301.13
Paid on Aug 17, 2023	

orlando@schoolofrock.com (407) 710-9100 <http://orlando.schoolofrock.com/>
6700 Conroy Windermere Road, Suite 140 Orlando, FL 32835

School of Rock Orlando
6700 Conroy Windermere Road
Suite 140

Elective Criteria



Educational Benefit Form

Student Name: Johnny Smith
Student ID: 2356789
Reimbursement Type (example: PE equipment, field trip, etc.): Music lessons

Item for which Reimbursement is Requested (the item you purchased or plan to purchase):
Music lessons

Learning subject area(s) (for example: math, reading, physical education, social development):
Humanities (performing arts)

Supporting curriculum or course description (curriculum or course with which the item requested will be used; curriculum may either be purchased or parent-designed. **Note:** This section required for Cooking, Gardening, Mechanical, and Woodworking Equipment and Supplies):
N/A

How will this item help my student learn? (Describe in as much detail as you can how this purchase will benefit your student's education): Music lessons allow the student to be an all around and successful individual. It helps develop motor skills such as hand-eye coordination. Playing the bass allows the student to learn discipline, organizational skills, perseverance, and patience. These music lessons also help the student with his dyslexia by improving his reading skills, as well as improving social skills when he is learning with his class. Music lessons also help calm his tics / Tourette's Syndrome.

Cost of purchase: \$301.13

Place of purchase: School of Rock Orlando

Date of purchase: Aug. 17, 2023

Link to website where item was purchased (if applicable; please provide the url to the purchased item): <https://www.schoolofrock.com/locations/orlando>

☒ I affirm that scholarship program funds are used only for authorized purposes as described in Florida Statutes 1002.394(4) or 1002.395(6), as applicable, and serve the listed student's educational needs.

Parent Name: Susie Smith

Parent Signature: [Signature]


PLEASE NOTE: Any violation of the FES/FTC scholarship statutes, rules, policies, or procedures may result in the loss of the scholarship, ineligibility for future scholarships, or financial or criminal penalties. Please review the Parent Handbooks for [FES-UA](#) or [FES-EO/FTC](#).

An Educational Benefits Form must be completed and submitted with the reimbursement request for:

- Museum Admission
- Aquarium/Zoo Admission
- Programs or Events at Museums/Zoos/Aquariums
- Museum or Library Memberships
- Aquarium/Zoo Memberships
- Ticketed Events (including plays, musicals, or orchestral performances)
- Admission to Cultural Programming Events or Facilities
- Admission to a Florida theme park*
- School Field Trips fees paid to an Eligible Private School or eligible Home Education Program
- Elective Courses and/or Elective Supplies

**Sample of Elective
Documentation**

Elective Criteria



Educational Benefit Form

Student Name: Susan Doe
Student ID: 123456789
Reimbursement Type (example: PE equipment, field trip, etc.): Field Trip

Item for which Reimbursement is Requested (the item you purchased or plan to purchase):
Zoo Admission

Learning subject area(s) (for example: math, reading, physical education, social development):
Science

Supporting curriculum or course description (curriculum or course with which the item requested will be used; curriculum may either be purchased or parent-designed. **Note:** This section required for Cooking, Gardening, Mechanical, and Woodworking Equipment and Supplies):
Science

How will this item help my student learn? (Describe in as much detail as you can how this purchase will benefit your student's education): the zoo fieldtrip bennifits my child by giving them the opportunity to apply what they have learned in science class to real animals this will allow my child to contine their education with nature, wildlife, compassion. they will be identifying animals and their habitat/ enviroment and the pros and cons of a zoo

Cost of purchase: \$44.95
Place of purchase: Jacksonville Zoo And Gardens
Date of purchase: 01/15/2024
Link to website where item was purchased (if applicable; please provide the url to the purchased item): www.jacksonvillezoo.org

☒ I affirm that scholarship program funds are used only for authorized purposes as described in Florida Statutes 1002.394(4) or 1002.395(6), as applicable, and serve the listed student's educational needs.
Parent Name: John Doe
Parent Signature: John Doe

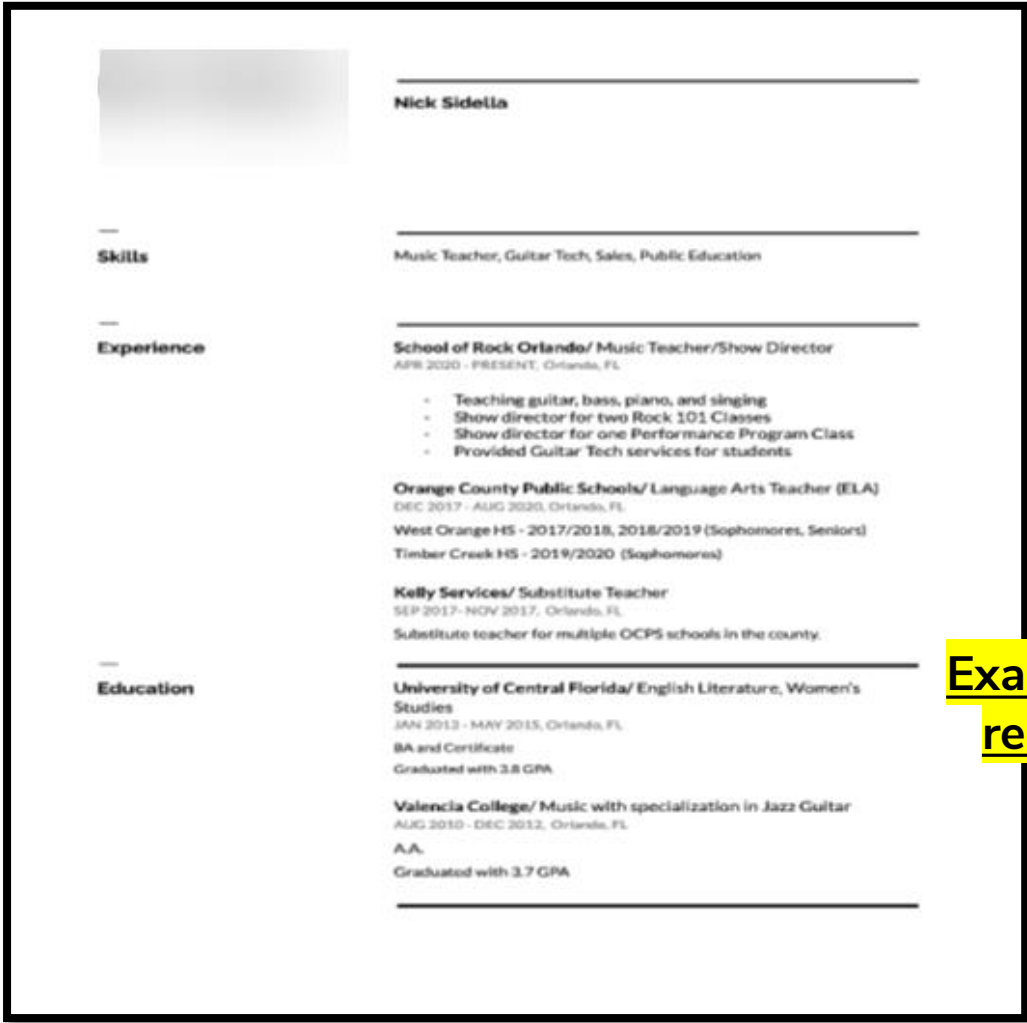
PLEASE NOTE: Any violation of the FES/FTC scholarship statutes, rules, policies, or procedures may result in the loss of the scholarship, ineligibility for future scholarships, or financial or criminal penalties. Please review the Parent Handbooks for [FES-UA](#) or [FES-EQ/ETC](#).

1

Educational Benefit Form Explained-

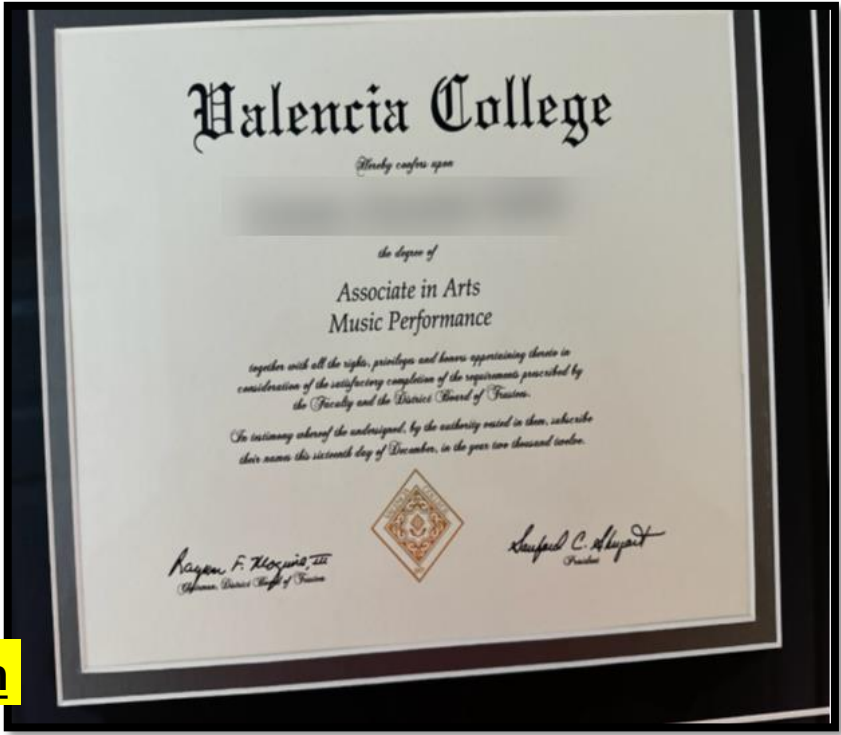
Please ensure all necessary questions are thoroughly answered and a detailed description is given for the educational benefit of that item, lesson, field trip. (Located in Purchasing Guide)

Elective Criteria




Resume

Example of Teacher Certification
requested for elective classes



Diploma

Full-time Tutoring Agreement


for students
Family Empowerment Scholarship for Students with Unique Abilities
Full-time Private Tutoring Program Participation Agreement
2022-23

Please read the 2022-23 Family Empowerment Provider Handbook. After reading, check off each item below to affirm you have read and understand each requirement as the provider of full-time private tutoring under the Family Empowerment Scholarship Program.

This document must be signed by individual providing the full-time private tutoring services. If another individual handles the administrative requirements for the full-time tutoring program for students and families receiving a Family Empowerment scholarship, he/she must also sign this document.

Student Name: Johnny Smith Student ID: 12345678
Student Address: 1234 Happy Valley St Port Orange, FL 32128

For the Family Empowerment Scholarship Program student named above:

☒ I certify that my private tutoring program meets the requirements defined in s1002.43, Florida Statutes, and is a FULL-TIME tutoring program for the above student.

☒ I certify the student may achieve regular school attendance, as defined in s1003.01(13), Florida Statutes, by attendance in my private tutoring program.

☒ I certify that I am the person tutoring the student and that I:

☒ Hold a valid Florida certificate to teach the subjects or grades in which instruction is being given to the student listed above.

Tutor Name: John B. McLaughlin
DOE Number: 381935
Subject(s) in which certified to give instruction: All subjects.
Grade Level(s) in which certified to give instruction: K-6

☒ Keep all records and make all reports that may be required by the state and the district school board.

Rev. 07-05-22


Full Time Tutoring Agreement Explained-

Requirements for approved Private Full-Time Tutors include:

- The tutor must hold a current, valid Florida teaching certificate for the subject or grade level in which they will tutor
- For grades K-3, full-time tutoring is considered 720 hours per school year
- For grades 4-12, full-time tutoring is considered 900 hours (equivalent to 180 teaching days)
- A tutor seeking to provide services must certify compliance with relevant statutes, including attendance requirements, and file annually a WV9 form with the appropriate Scholarship Funding Organization prior to the receipt of education savings account funds (ESA), and then annually thereafter. The FLDOE may institute a standardized compliance form.

Students in grades K-3 receiving 720 or more of tutoring hours or students in grades 4-12 receiving 900 hours or more are required to submit a Full-time tutoring agreement per Florida Statute S.1002.43 [FTC/FES-EO/ PEP/UA](#) (Located in Purchasing Guide)

Multiple Providers



Sunny Path Therapy
sunnypaththerapy@gmail.com | 321-837-9737

Invoice #001258

Issue date
Nov 14, 2023

Speech & Occupational Therapy (July/August)

Speech Therapy & Occupational Therapy

Client name: Johnny Smith
Date of services for Speech Evaluation (92523): 07/17/2023.
Date of services for Speech (92507): 08/17/2023, 08/31/2023.

Speech Therapy provider: Brenna Donerty (License#SA18113)
Dates of service for Occupational Evaluation (97165): 07/19/2023.
Dates of service for Occupational (97530): 08/15/2023, 08/22/2023, 08/29/2023.
Occupational Therapy provider: Eliana Hermosilla (License#OTA15884)
Please let us know if you have any questions/concerns!
-Sunny Path Therapy Staff

Customer Susie Smith SusieSmith123@gmail.com 012-345-6789	Invoice Details PDF created November 14, 2023 \$280.00	Payment Due November 14, 2023 \$280.00
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Items	Quantity	Price	Amount
Speech Therapy	3	\$40.00	\$120.00
Occupational Therapy	4	\$40.00	\$160.00
Subtotal			\$280.00
Total Paid			\$280.00
Payments Nov 14, 2023 (Other)			\$280.00

Multiple providers on invoices –

We cannot reimburse multiple providers on the same reimbursement. Please indicate which provider you would like reimbursed for this reimbursement, and please resubmit a new reimbursement for each additional provider you would like to be reimbursed for services.


Vision Reimbursement

LENSCRAFTERS

LensCrafters 3009
4658 Town Crossing Dr. Ste 143
Jacksonville, FL 32246-7422
United States
904-641-2738

Remitid #: 3030229
Date: 8/17/02 @ 6:53 PM
Store: 3209 Register: 3
Cashier: JULIO 776162
Salesperson: 776162 (JULIO)

Item	Qty	Price	Amount
Order For: JAMES DATH			
Order Ref: 10812726309			
60404F CD300L OPT MY 5/15/140			
60404F777904	1	152.00	76.00
16075-SUN OFF BLUE L20H CP			(76.00)
Sales Order 10812726309 (Frame)			
SV Fee Classic Blue IQ Clear From AR			
2050000671995	1	448.33	224.16
16075-SUN OFF BLUE L20H CP			(224.17)
Sales Order 10812726309 (Lens)			
Single Vision			
Poly Free Classic Blue IQ Clear			
UV Protection			
Scratch Resistant			
Premium Anti-Reflective			
Blue IQ Clear			
Aspheric Lens			
One Year Eyewear Protection Plan			
410000025189	1	34.99	34.99
Sales Order 10812726309 (CPP)			
Subtotal			325.15
Tax			0.00
Total			325.15
Debit Card			272.00
*****1234			
Auth #: 00130			
Transaction Type: Sale			
Entry Method: Chip read			
Date Time: 8/15 PM			
AID: x00000000x042010			
Application Label: SV Debit			
ARC: 00			
TRN: 800004800			
TID: 6800			
JAD:			
⑈16010101226609000000000000000000ff			
Debit Card			63.15
*****1234			

 NE MOURS CHILDREN'S HEALTH			
		Order/Referral	
Optical Prescription			
Name Johnny Smith		MRN 32781697	Visit Date 9/21/2023
Department			
Name	Address	Phone	Fax
Nemours Children's Health, Jacksonville South	14785 Old St. Augustine Road Suite 200 Jacksonville FL 32258-4509	904-697-3600	904-697-3463
Patient Information			
Patient Name	Legal Sex	DOB	
Smith, johnny(32781697)	Male	2/15/2010	
Glasses Prescription			
	Sphere	Cylinder	Add
Right	-0.75	+0.50	+2.00
Left	-0.50	Sphere	+2.00
bifocal add is optional			
bifocal set at lower lid margin			
Polycarbonate lens material or safety thickness recommended.			
Diagnoses			
None.			
**NOTE: Your medical insurance plan may NOT cover eye glasses. Please check with your insurance provider for verification PRIOR to filling your prescription. Expires one year from prescription date.			

PURCHASE 1

APPROVAL STATUS

Approved

Eyeglasses

Assigned To	John Smith
Is Duplicate	False
Purchase Date	9/21/2023
Invoice #	3020232
Category ⓘ	Specialized Services
Type	Vision Therapy by Optometrists
Description	Eyeglasses
Item Amount	\$300.16
Who did you pay?	Lens Crafters
Educational Benefit ⓘ	eyeglasses

Additional Documents ⓘ

Unlinked Documents

Vision Reimbursement Request-

We accept the following types of documentation for vision reimbursements. Please note that warranties or maintenance agreements for eyeglasses are not eligible expenses, and the reimbursement will be adjusted accordingly to exclude the cost of such warranties or agreements.

Reimbursement Callouts

Acceptable Reimbursement Dates- For reimbursement, purchases must be made between July 1 and June 31 of the school year. The deadline for submission is August 31st of the same school year.

Elective & Sports Uniforms- are not an approved expense (examples: Sports Jersey, Cleats, Chorus Uniforms, etc.)
UA pg 36-37/ New Worlds not an approved category /FTC-FES-EO pg 29

School Uniform Accessories and PE Uniforms- Belts, ties, socks, shoes, hair accessories, hats, and similar items are not allowed and will result in denial.

30 days On Hold- You have 30 days from the day a reimbursement is put on hold to provide the required documentation. Failure to do so will result in denial of the reimbursement, requiring you to resubmit the request. UA pg 14/ New Worlds pg /FTC-FES-EO pg 14

Hand-Written Alterations to Invoices- We cannot accept any handwritten corrections on invoices or receipts. If we receive any such documents, they will be placed on hold until we receive additional documentation. UA pg 14/ New Worlds pg /FTC-FES-EO pg 14

Reimbursement Callouts

Students Name- any invoice/ receipt that requires the students name please make sure that it is spelled exactly as listed on the scholarship for example if the scholarship just lists first name & last name only or first name middle name and last name or first name middle initial last name or shows Jr III ect.

Game Consoles- Customers must provide proof of owning educational games or purchase an educational game to qualify for the purchase.[UA purchasing guide](#)

Theme Park Admission- Please note that only student admissions are permitted. Any invoices received with additional costs will be adjusted to reflect the amount for just the student. The student must be of appropriate age and the admission must be to a Florida theme park. Tickets or admissions must be purchased directly from the venue, and secondary market or resale tickets are not approved. The price cap for a ticket cost is \$299 plus tax, once per school year. An educational benefit form is required for this purchase. Please note that annual passes are not approved.[UA purchasing guide](#)

