

**Conneaut School District
Internet Reimbursement Request**

Conneaut School District Parents/Legal Guardians may apply for Internet Service Reimbursement (Up to \$30/month Sept-June) if they meet the following guidelines:

- 1) Remain active and timely in their online coursework.
- 2) Do not receive any disciplinary actions.
- 3) Have at least three months of receipts for Internet service.

Name (As it should appear on the check-must be the legal guardian/student {over 18})

Student's Name

Mailing Address

Phone Number

Name of Internet Service Provider.

Receipt #	Month to Be Reimbursed	Internet Provider	Monthly Charge (Up to \$30)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Please follow the guidelines on the reverse side of this document to receive your Internet reimbursement.

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Internet Reimbursement Request**

Guidelines for submitting Internet reimbursement:

- 1) Complete the attached W9 if this is the first reimbursement submitted.
- 2) Submit a MINIMUM of three months of receipts per request form.
- It **must** be a receipt; we cannot accept "pay from balance due" or "balance forward" statements.
- 3) Highlight or mark the line item that is the Internet charge and the month of service for each receipt.

NOTE: Failure to comply with the guidelines established on this form will result in a non-payment. Reimbursement checks are mailed on a monthly basis; please allow up to 6 weeks for processing.

Please mark envelopes Internet Reimbursement and send to:

Joel Wentling
Conneaut Lake Middle School
10331 US HWY 6
Conneaut Lake, PA 16316

For District Use Only:	
Does student meet requirements for reimbursement?	Yes No (Circle One)
Signature _____	Date _____