

## INTERNET REIMBURSEMENT POLICY

### Purpose

Consistent Internet access is a requirement for enrollment in the School. When Internet verification is provided by a student's parent/guardian, a portion of the costs associated with Internet access is provided by a supplement for students enrolled in the School each semester.

### Requirements

Families with students in Grades K-8:

- The School will reimburse a single-student family \$9.95 per month towards the partial costs associated with their student's Internet access. Families with multiple K-8 children schooling with the School will be reimbursed \$19.90 per month. The reimbursement period is from September through May.

Families with at least one High School student or High School and any combination of Grades K-8:

- The School will reimburse families with at least one enrolled high school student a maximum of \$30 per month towards the partial costs associated with their student's high speed Internet access. The reimbursement period is September through May.

**Note: Additional students do not result in increased reimbursement.**

**No family, regardless of the number of students, will receive more than \$30 per month.**

**Each family will receive the actual cost of the Internet service up to, and not to exceed, the reimbursement.**

Families must have current enrollment forms, including proof of residence and health forms. In addition, students must participate in the Online School, as well as have compliant, consistent attendance throughout the semester as described in the Parent and Student Handbook, in order to qualify for the Internet Reimbursement Supplement.

Families must submit their Internet invoice online within 2 weeks of the end of the semester. Invoices should be scanned and submitted online through the School website. Instructions can be found on the website. If the invoice is not submitted within 2 weeks of the end of the semester, the family will not be reimbursed for that semester. The address on the billing statement must match the current mailing address on the School record for the student(s).

Internet Reimbursement Supplement payments are mailed twice each year:

- Within six weeks after the last day of Semester 1.
- Within six weeks after the last day of Semester 2.
- Late enrollment will result in pro-rated/partial reimbursement.
- Students must be enrolled through the end of the semester in order to be eligible for reimbursement for that semester.

Approved by the ISPA Board of Trustees October 23, 2017