

Internet Reimbursement Form

**Student Learning Funds**: Under the new Ministry guidelines established July 2023, Student Learning Funds can be used to reimburse families for internet costs. The maximum allocation of Student Learning Funds is $600 per year per student. The Student Learning Fund is provided to students for educational program delivery. Therefore, after all the necessary curricular purchases are made, any remaining student learning funds can be spent on Internet costs.

**More than one Student:** For families with more than one student in the Online Learning Program (DESK) the Ministry has established that we can reimburse up to a maximum of $600 per family for internet costs.

**Payments for Internet:** Payments for Internet costs will be processed in May. Please have the documents submitted to [clerical.dsk2@sd8.bc.ca](mailto:clerical.dsk2@sd8.bc.ca), in the office by May 1st.  If your internet is bundled with other services, please separate out the amount that is internet, as we can’t reimburse for cable, phone plans or other parts of the bill.

**Steps for Reimbursement:**

1. Collect your Internet bills and separate the internet portion from any other billing. (Make copies to submit to the school.)
2. Fill out the reverse side of this form indicating the month and charge you are submitting for. You will only be able to submit for the months your child was at the school for the year, and in need of internet during that month. (Probably for the months of October-April)
3. Have your child’s teacher sign off on this form.
4. Submit the following documentation to the clerical prior to May 1.
   1. this Internet Reimbursement form
   2. copies of all monthly internet bills you have paid, for which you need reimbursement.
5. SD8 processes the reimbursement. The maximum reimbursement will be the amount remaining in the Student Learning Fund. A family can be reimbursed a maximum of $600 for internet. You will receive a cheque to your mailing address.

**Proof of payment must be a bill where internet costs are shown independently from other charges the company may have.**

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| Month | Dollar Amount Charged for Internet | Proof of Paid Invoice Included with this document (Y/N) |
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Total Amount Reimbursed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GL Code: 102-51002-79

Student Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone/email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address to Send the Cheque to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_