



Request for Reimbursement for Internet Service

In order to receive Internet reimbursement, the following items must be returned to PALCS, Attn: ISP Reimbursement, 1332 Enterprise Drive, West Chester, PA 19380.

- I. **Reimbursement Request** At the **beginning of every school year** the following items must be completed and returned to PALCS:
 - A. The completed and signed Internet Service Provider (ISP) Request for Reimbursement Form.
 - B. A complete, itemized copy of your Internet connection bill. The bill must include the preprinted name and address of the person being billed and all accompanying detailed pages.
 - C. All requests for returning students must be received by October 31. Requests from new enrollments are accepted throughout the school year. The reimbursement cycle will begin upon receipt of a **copy** of the Internet connection bill for the **first full month** of the student's enrollment.
- II. **Deadline for Reimbursement** The cut-off date for qualifying for a month of reimbursement will be the 15th of each Month. For example:
 - A. If a student enrolls before the 15th of the month, his/her Internet connection will qualify for reimbursement for the month.
 - B. If a student enrolls after the 15th of the month, his/her Internet connection will not qualify for reimbursement for the month.
- III. **Changes to Student Internet Services** All service changes during the school year, including address, billing name, and rate changes, must be reported to the ISP Reimbursement Department. When a new bill is received, please resubmit a copy to the ISP Reimbursement Department. Failure to report these changes could result in a delay of receiving your reimbursement.
- IV. **Reimbursement Schedule** Reimbursement will be administered two times throughout the year:
 - A. September-December: reimbursed in the Spring.
 - B. January-June: reimbursed in the Fall. To receive reimbursement, all books and other PALCS property must be returned for the year.
 - C. Reimbursement will be made for the current school year only. PALCS does not reimburse for Internet service during the months of July and August.
- V. **Reimbursement Connections** It is recommended that all students have access to a basic high speed line to provide the optimum online learning connection.
 - A. High-Speed: PALCS reimburses one Internet connection per family for basic high speed/DSL charges only. (DSL: high-speed Internet connection through the phone line. Cable: high-speed connection through a cable company.)
 - B. Dial-Up: If necessary, dial-up service is provided through a PALCS provider. For further details, please contact a PALCS representative.
 - C. Wireless: wireless internet providers (such as mobile phones, wireless USB broadband cards, or satellite) are not compatible with PALCS' curriculum and computer configuration.
- VI. **Reimbursement Amounts** Reimbursement will be paid only on the basic Internet high speed/DSL charge. PALCS reserves the right to determine the basic reimbursement amount from the submitted bill in accordance with the available service area rates. This information will be compiled from Pennsylvania Internet Service Providers. Newly enrolled students may also qualify for additional reimbursements:
 - Set-up fees for Internet access incurred by families who do not have service. (PALCS reserves the right to determine the reimbursement amount from the submitted bill.)
 - Installation of Ethernet cable to be run by the ISP provider to the student's workstation. (Receipt for this service must be submitted for reimbursement. Maximum reimbursement: \$150.00)

Additional charges will not be reimbursed by PALCS: The following charges will not be paid by PALCS: enhanced high speeds and service packages that are not described above or necessary for education; enhanced featured lines; taxes, surcharges and fees; rental or purchase of equipment, modem or router; wire maintenance; Internet security; and late fees, reconnection fees, etc., that are not incurred as a result of PALCS action or inaction and/or that are not in any way connected with required courses or the provision of education to students.

**Pennsylvania Leadership Charter School
ISP Request for Reimbursement Form**

Reminder to Qualify for Reimbursement the following paperwork must be filed with the ISP Department:

- A. Completed ISP Request for Reimbursement Form.
- B. Complete, itemized copy of your Internet connection bill. The bill must include the preprinted name and address of the person being billed and all accompanying detailed pages.
- C. All changes to your service must be reported immediately and a new bill submitted. There will be no reimbursement for contracted services incompatible with PALCS policy without prior approval.

Student Information: (only one form per family is needed)

Student(s) Full Name(s): _____ Date: _____

Address: _____

Home Phone Number: _____

Internet Provider Information:

Internet Service Provider Name: _____

Type of Connection: Cable DSL Fiber Other _____

Bill Information: *Reimbursement will be made to the same person and address as appear on the invoice submitted.*

Name on Invoice: _____

Address on Invoice: _____

****Please attach a copy of a current bill. ISP reimbursement will only be paid with a current bill.****

Signature: _____

Opt-out of ISP reimbursement

I understand by signing this section I'm electing not to be reimbursed for my internet service. *All other fields on this page must be left blank, if this section is signed.*

Signature _____ **Name** _____

**New Student must submit all paperwork within 60 days of enrollment.
Returning students must submit paperwork by October 31st, 2017.**