



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. (Internet costs can only be covered if the student is required to use the Internet for their learning in the Elev8 DESK program).

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 the clerical, 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. Any time the Student Learning Funds are used, a Pre-Authorization Form needs to be filled out and submitted to the student's teacher for approval.

Steps for Reimbursement:

1. Fill out a Pre-Authorization Form for the Student Learning Fund and indicate on it that you want to use funds for Internet costs. Have your child's teacher sign off on it.
2. Collect your Internet bills and separate the Internet portion from any other billing. (Make copies to submit to the school)
3. Fill out the reverse side of this Internet Reimbursement Form indicating the month(s) and charge(s) you are submitting for. You will only be able to submit for the months your child was at the school for the year and needed Internet during that month. (Probably for the months of October-April)
4. Submit the following documentation to the clerical prior to May 1.
 - a. the Pre-Authorization Form for the Student Learning Fund,
 - b. this Internet Reimbursement Form
 - c. copies of all monthly Internet bills you have paid that you are looking for reimbursement from
5. Reimbursement will be processed by SD8 in May. The maximum reimbursement will be the amount remaining in the Student Learning Fund. A family can be reimbursed a maximum of \$600 for Internet.

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

Month	Dollar Amount Charged for Internet	Proof of Paid Invoice Included with this document (Y/N)

Student Name: _____

Parent Name: _____

Parent Signature: _____ Date: _____

Phone/email: _____

Principal Approval: _____ Date: _____