



JCS-Inc. Administrative
Regulations

5027.2 Reimbursement for Educational Materials Administrative Regulations

Effective Date: **Apr 14, 2023**

Administrative Regulations

To qualify for Reimbursement, Educational Materials must meet the following conditions and timelines:

K12 Curriculum

A request for reimbursement for K12 Curriculum up to but not exceeding \$1,100 may be submitted after April 15 but before June 30 of the same school year as the materials were ordered provided that the student is still enrolled in JCS on April 15. To be eligible for reimbursement, the K12 Curriculum order must have been placed by October 1 of the same school year. Original receipts are required for reimbursement. In choosing to purchase the K12 Curriculum, it is understood that the purchase of the curriculum supplants the EMR and VCI allotment and that those funds will not be available to the student in the year of purchase.

Community College Courseware, Books and Required Materials

A request for reimbursement form for tuition and required coursework materials maybe submitted within sixty (60) days after the end of the semester the class was taken provided that the student completed the required coursework satisfactorily, returned all non-consumable materials to the Resource Center either directly or through the Educational Facilitator, and has submitted a transcript for the coursework to JCS. A completed form and original receipts are required for tuition and materials reimbursement. Receipts received after sixty (60) days may not be reimbursed.

[Link to 5027.1 Reimbursement for Educational Materials Policy](#)

Original Procedure 12/09/05

Revised Procedure 03/07/08

Revised Procedure 06/05/2020

Revised Procedure 04/14/2023