

# REQUEST TO RESERVE ENRICHMENT UNITS 2010-2011

Please Print Clearly

<b>STUDENT INFORMATION</b>		
STUDENT NAME:		GRADE:
ADDRESS: (number, street, and apt. or suite no.)		
CITY, STATE AND ZIP		
PHONE (include Area Code)	FAX (include Area Code)	EMAIL / WEB ADDRESS

<b>PROVIDER/ENRICHMENT CLASS INFORMATION</b>					
PROVIDER NAME:					
COURSE NAME		START DATE	END DATE		
TO HOLD UNITS FOR A FUTURE CLASS	COST OF CLASS:  _____	12 - INVOICES		13 - REIMBURSEMENTS	
		12a - monthly \$ _____	12b - single \$ _____	13a - monthly \$ _____	13b - single \$ _____
INITIAL: DATE:	GSDA will pay max. eligibility of enrichment units.	Please see #10-12 below for requirements		Requirements for reimb. only allowable per #13-16 below.	

14- BACKGROUND CHECK (please <u>initial</u> one selection)	<input type="checkbox"/>	I will utilize GSDA's service to obtain a background check for my provider (include contact name above)
	<input type="checkbox"/>	My enrichment class provider has already provided me a background check
	<input type="checkbox"/>	I will be responsible for the direct supervision of my child/student and therefore I waive the background check and agree to release the school from any responsibility or liability related to this service

<b>PARENT / GUARDIAN SIGNATURE AND DATE</b>	
I have read the terms of this agreement and agree follow the steps below and as set forth in the student handbook. I understand that the Voucher is an agreement between the provider and myself, and the Provider must present invoices for payment within 60 days. GSDA bears no responsibility for damages, injuries or other expenses occurred other than the payment stipulated in this Request to Reserve Enrichment Units form.	
PARENT SIGNATURE	DATE

<b>All STEPS REQUIRED OR PAYMENT WILL NOT BE MADE</b>			
1	Sign and send in this RREU (reserve enrichment units) form to GSDA	4	Provider sends GSDA an invoice
2	GSDA will send you a Voucher	5	GSDA pays 30 school days from receipt of invoice and at class end date
3	You and Provider sign and return Voucher to GSDA	*	<i>Please Note: An EnrichmentClass Provider may be required to complete a W-9 Form if requested by GSDA</i>

**ENRICHMENT CLASS PROCESS INSTRUCTIONS**

**ENRICHMENT CLASS PROGRAM OVERVIEW**

1. Parent contacts a provider for the class (A family member may not be the student's provider).
2. The parent is responsible for all details of the course and assuring it meets state standard requirements.
3. GSDA can only pay cost of the course; payment may not include enrollment, registration, membership, or material fees.
4. Parent completes this RREU (reserve enrichment units) form and sends it to the enrichment manager for the school.
5. Parents are responsible for reimbursing the provider for fees exceeding the student's units.
6. Fees will NOT be paid for non-attendance, students on probationary status or withdrawn from school.
7. All enrichment classes must be completed by **June 8, 2011** in order to utilize the current school year's units. In order for enrichment units to be paid using the current year's funds, **all invoices must be received by June 8, 2011**. Unfortunately, there can be NO EXCEPTIONS to this rule.
8. Enrichment units are only available to the individual student and may not be shared among siblings or other family members.
9. RREU forms must be completed, returned and received before the last day of the month in which a class starts (example: Class in January must have a RREU form turned in by January 31, etc.) **Exception: A RREU form for June classes must be received by May 30<sup>th</sup>.**

**PROVIDER INVOICES**

10. Indicate in box 12 above whether Provider will bill GSDA on a (12a) monthly basis, but no longer than 60 days. (12b) a single invoice, exception per approval.
11. GSDA will send the parent a Voucher Form, addressed to the enrichment class provider, stating the amount that GSDA agrees to pay for this course. The parent is responsible for giving the provider this voucher in lieu of parent payment for this class. Provider invoices will be paid according to the terms stated on the voucher and is signed by both parties and returned to the GSDA Enrichment Units Manager.
12. Vouchers include the required information to properly invoice GSDA for payment.

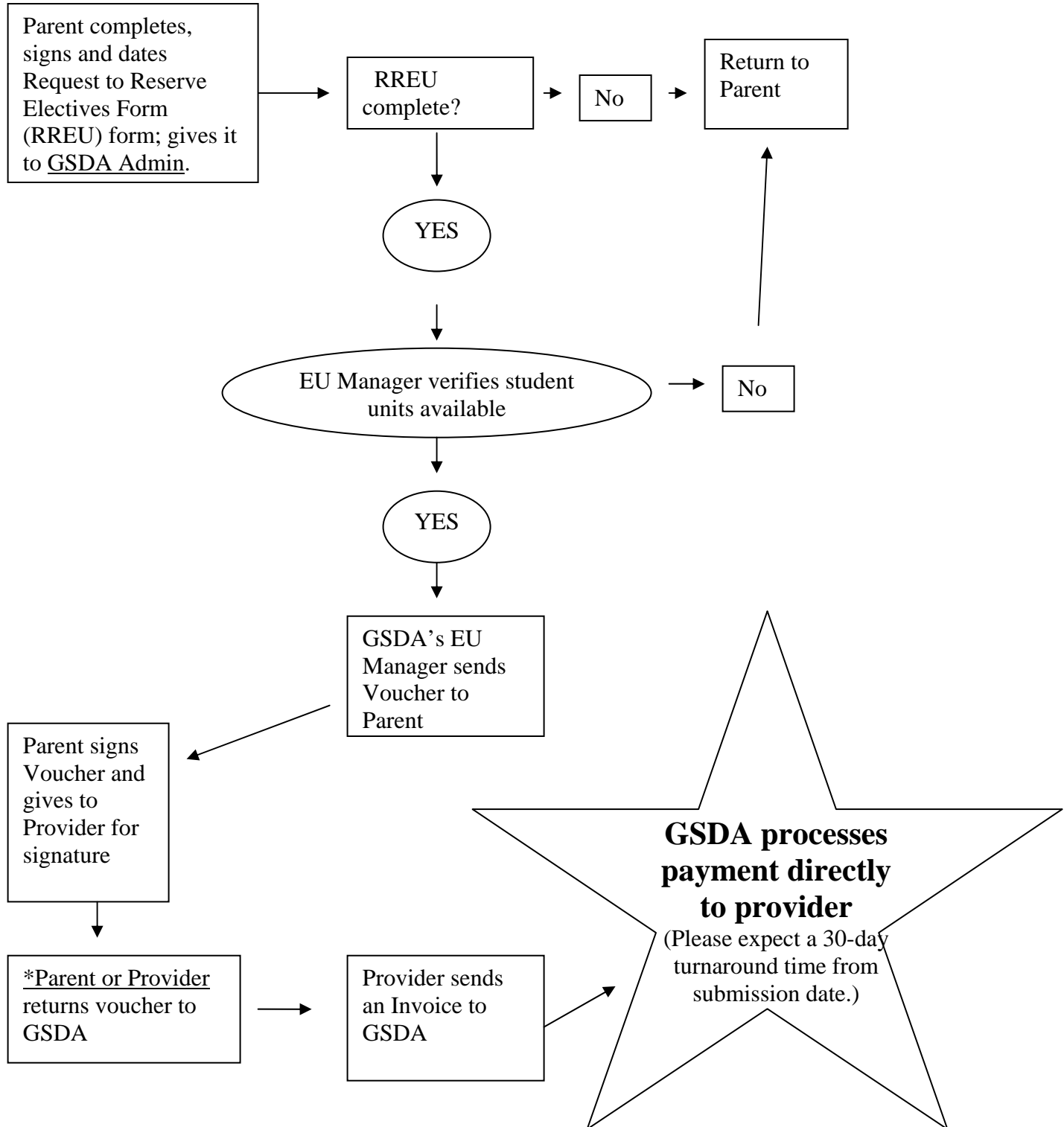
**PARENT REIMBURSEMENTS**

13. Normally, GSDA cannot repay or reimburse parents. The only exception is when a course is provided by one of the following: YMCA, City/County Public Community Center/Dept. of Recreation; AYSO; Little League; San Diego City Museums; Zoo/Wild Animal Park; San Diego Junior Theater, Joan Kroc Center; Community College.
14. Indicate in box 13 above whether you will submit a (13a) monthly Reimbursement Receipt or (13b) a single Reimbursement Receipt.
15. To request a reimbursement: complete a RREU (this form). Once the RREU is processed by GSDA, we will mail you a Reimbursement Receipt form which must be completed by you, signed by the provider and returned to GSDA with an original receipt attached.
16. Reimbursement payments will not be made in advance (payment will be processed in the month the last class occurs).

Sign and Return

Read Carefully

# Enrichment Units Process Flowchart



**\*NOTE:** *It is the parent's responsibility to ensure all paperwork required is in order so that GSDA can make payment in a timely manner.*