

ELECTIVE AGREEMENT 2008-2009

Please Print Clearly

1 - STUDENT NAME:		GRADE:	
PROVIDER CONTACT INFORMATION			
2 - NAME OF COMPANY/ELECTIVE PROVIDER:		3- CONTACT NAME (REQUIRED)	
4 - ADDRESS: (number, street, and apt. or suite no.)			
5 - CITY, STATE AND ZIP			
6 - PHONE (include Area Code)		7 - FAX (include Area Code)	8 - EMAIL / WEB ADDRESS
ELECTIVE CLASS INFORMATION			
9 - ELECTIVE / COURSE NAME		10 - START DATE	11 - END DATE
TO HOLD UNITS FOR A FUTURE CLASS	COST OF CLASS:	12 - INVOICES	
	_____	12a - monthly	12b - single
INITIAL:	GSDA will pay max. eligibility of elective funds.	\$ _____	\$ _____
DATE:		Please see #10-12 below for requirements	13 - REIMBURSEMENTS
		13a - monthly	13b - single
		\$ _____	\$ _____
			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 elective 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	
PARENT / GUARDIAN SIGNATURE AND DATE			
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 Elective Agreement form.			
PARENT SIGNATURE		DATE	
ALL STEPS REQUIRED OR PAYMENT WILL NOT BE MADE			
1	Sign and send in this elective agreement to GSDA		4
2	GSDA will send you a Voucher		5
3	You and Provider sign and return Voucher to GSDA		* <i>Please Note: An Elective Provider may be required to complete a W-9 Form if requested by GSDA</i>
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ELECTIVE PROCESS INSTRUCTIONS			
ELECTIVE 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 <u>cost of the course</u> ; payment may not include enrollment, registration, membership, or material fees.			
4. Parent completes this Elective Agreement Form and sends it to the elective 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 elective classes must be completed by June 8, 2009 in order to utilize the current school year's units. In order for electives to be paid using the current year's funds, all invoices must be received by June 12, 2009 . Unfortunately, there can be NO EXCEPTIONS to this rule.			
8. Elective units are only available to the individual student and may not be shared among siblings or other family members.			
9. Elective Agreements must be completed, returned and received before the last day of the month in which a class starts (example: Class in January must have an Elective Agreement turned in by January 31, etc.) Exception: An Elective Agreement for June classes must be received by May 31st.			
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 elective 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 Electives 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 an Elective Agreement (this form). Once the Elective Agreement is processed by GSDA, we will mail you a Reimbursement Receipt 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