

SOUTHERN ADVENTIST UNIVERSITY
HOME SCHOOL EXPENSE FORM
June 1 – May 31

Name of Parent _____ ID # _____

Children's Names _____

Date _____ School Year _____ Summer Fall Winter Fall & Winter

<i>EXPENSES</i>	<u>Item Description</u>	<u>Cost</u>
1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
5.	_____	\$ _____
6.	_____	\$ _____
7.	_____	\$ _____
8.	_____	\$ _____
TOTAL COST		\$ _____

Beginning at age five and with kindergarten, assistance at 100% is given for books, teaching materials, and supplemental instruction up to a maximum of 50% of the Educational Assistance (subsidy) that would be received for attendance at Collegedale Academy – Elementary, Middle, and High. The assistance does not include entrance fees. Also specifically excluded from this assistance are field trips; purchasing and repairing computers, other electronic devices and equipment, and musical instruments; and the cost of league sports. To be eligible for this benefit, at least 51% of the child's instruction should be provided at home by the parent(s). Reimbursement of dual-enrollment classes to be covered only during the four standard years of the high school term, to end approximately May of the senior year.

The Educational Assistance application, found in the *Other Forms for Employees* section on the Human Resources website at southern.edu/administration/hr/forms.html, **must be filled out online by the employee. In addition, all applicable receipts should be submitted to the Human Resources office;** once each semester is preferred. The entire Educational Assistance policy can be found in the Employee Handbook online at southern.edu/hr/employees.

At least 51% of the child(ren)'s instruction has been provided at home by the parent(s). _____
Signature of Employee

Please attach all original receipts (should include: provider contact/business information; an itemized list of services provided; dates of service; cost per service/unit, per child; payment amount received) to this form for the books, supplies, and supplemental instruction you purchased. Use additional forms if needed.

Office Use Only:
 HR Approval: _____ Accounting Approval: _____ Amount Entered: _____
 GL# 100-60290-51401 Comments: _____