



The San Diego Neighborhood Homeschools accounts payable department would like to advise you of its payment procedure. Please note that this procedure will be adhered to beginning July 1, 2015.

Parent reimbursements: Parents of students attending the school will be given the limit amounts of purchases that may be made for student classes and materials. After the parent has made the purchase and/or payment for classes, the parent must complete a Class Reimbursement form and submit the form together with the payment of original receipt to S.D.N.H. to be processed for payment.

Tutor payments: Tutors must complete a Tutor payment request form and submit the completed form together with the list of tutored students, parent signature, dates and hours to the school's Director for authorization.

Payment dates: All accounts payable payments to employees, parents and tutors will be paid **within thirty (30) days** of the date which the completed required forms are submitted to the school's office. Please note that payment will not be processed until all the required paperwork is submitted and the 30 day timeframe will begin on the date of the submission of the completed paperwork.

Any exceptions to this procedure may be made with the authorization of the SDNHS's Executive Director.

Any questions and/or concerns can be submitted to the SDNHS accounts payable e-mail at sdnhap@outlook.com

San Diego Neighborhood Homeschools School Year Classes / Materials Policies

BACKGROUND CHECK

In order to assure your student's safety, please ask for a Background Check on the instructors or agencies that are providing your child a service. I understand and have read the reimbursement policies on this form and agree to comply. I am responsible for letting SDNH know when my student withdraws from class. SDNH holds no responsibility for injuries, damages or other expenses involved in Enrichment Classes or Courses other than the payment(s) noted in this document.

- All paperwork must be completed before payment is made.
- All information about the class and instructor must be correct.
- The instructor/agency (not family member) must submit a W-9 form each year in order to get paid.
- The instructor or agency must submit an original invoice (not fax or email) with signature to get paid. Student must be in good standing with SDNH and attend the class in the month stipulated.

Final Date to submit any Class or Material reimbursement forms is the Last day in May. Reimbursement forms for the month of June will not be approved.

Class Reimbursements

1. SDNH provides \$70 monthly per student for Classes. There can be no rollover, accumulation or retroactive payments for Classes. For example, \$70 for the month of September is for September only.
2. Vendor/Provider: provides services such as karate lessons, horseback riding, music instruction etc. and provide original invoice.

3. The Vendor (**cannot be a family member**) must submit an updated W-9 form each year.
4. Classes apply only from **September to May**.

Parent Reimbursements

5. Reimbursements of **Classes and Materials** paid by parents must be submitted in thirty days. **Reimbursement are paid in 30 business days upon submission of original receipt.**