



Student Budget Policies and Procedures

In order to **maximize student achievement**, PCI has allotted each student a budget that will meet their educational needs. This budget can be used for curriculum, school supplies, music lessons, field trips, and much more.

Student budgets must be used towards reaching student goals outlined by the teacher and parents as listed on the student goals sheet and/or master agreement. Below is an example of how student budgets are used:

Course on student's Master Agreement	Resource related to the Course	Cost of Resource	Goal
Algebra 2	Tutoring Services by John Doe	\$300	Improve test scores
Art	Blick Art Materials	\$50	Completion of Art Project

The student budgets are used for **NON-RELIGIOUS** curriculum and enrichment as outlined on the students' **Master Agreement and student goals sheet**.

A. Guidelines & Limitations:

1. Students may not exceed 50% of their total budget in the first semester. All remaining funds must be spent by the second semester deadline. **NOTE:** Student budgets do not roll over from one school year to the next. The budgets from the current school year may not be spent on the next school year.
2. Any single item over \$100 must be pre-approved from the PCI business office
 - a. College materials are excluded from pre-approvals
3. Ink Cartridges are limited to a total of \$50 per semester, per student
4. Internet can be reimbursed up to \$15 a month, per student
 - a. Invoice must have student's home address
 - b. Reimbursement amount **may not** exceed the cost of Internet service
NOTE: Cost of Internet bundled with other services will be divided by number of services.
 - c. Internet services can only be reimbursed from the students first day of school to the students last day of school
5. Services of any kind will be reimbursed only AFTER the completion of services
 - a. Families **may not** be reimbursed for services provided by another family member or for additional services provided by a PCI employee
 - b. Family members that are Approved PCI Vendors can provide services to family members and invoice PCI as long as all other PCI policies are followed
6. Registration fees of up to \$100 for one service per semester may be reimbursed
 - a. Student budgets **may not** be used for scouting (i.e. Girl Scouts/Boy Scouts)
7. Software & Apps must be pre-approved by the teacher, principal, AND PCI Budget Analyst PRIOR to submission of reimbursement request
8. Damages to any equipment belonging to PCI will be charged to the student budget
 - a. If the student does not have sufficient funds available, the parent/guardian will be held financially responsible for the damages which may negate the right for a student to check out any PCI equipment in the future
9. The student budget may be used towards field trips

- a. Any student who signs up for field trips sponsored or arranged by PCI will be charged for the trip and **will not** be refunded in the event the student does not attend
- b. Ticket stubs must be turned in with reimbursement requests for any field trips NOT sponsored or arranged by PCI

NOTE: Any expenses for chaperones or field trips that occurred without approval **will not** be reimbursed. Only student fees are reimbursable.

10. All items purchased at religious based stores must be reviewed by the teacher AND principal (or director) before being approved for reimbursements **(NO EXCEPTIONS)**.
11. High school graduating students may use their budgets towards their cap and gown.
12. At the discretion of the school or resource location, the student budget (or site budget) may be used to pay for ACT/SAT testing and up to 3 college applications, monitored by the School Site Assistant or School Manager.

B. Reimbursement Stipulations & Declarations:

1. All invoices, receipts, and statements must be typed with the vendor's name, physical address, contact number, and reflect method payment (showing that they have been **PAID**)
 - a. Tangible items must be itemized (i.e. Target and Walmart receipts)
 - b. Services must be listed with date(s) of service, service description, student's name, amount, and method of payment
 - c. Any associated late fees **will not** be reimbursed **(NO EXCEPTIONS)**
2. Flash drive or data sticks are reimbursable **only if** used for school purposes only. PCI has the authorization to check the flash drive at any time and it may be confiscated if it is being used for other purposes. **THE FLASH DRIVE IS THE PROPERTY OF PCI.**
3. Monthly/annual memberships or subscriptions are reimbursable using a prorated system, where the beginning date of proration is the date the membership or subscription was purchased and the ending date of proration is the last day of school.
4. College textbooks are reimbursable **only if** they will be returned upon completion of the course. If the textbooks are not returned, the student must repay PCI the amount reimbursed prior to receiving an official transcript from PCI for any reason.
5. Any student who withdraws from PCI must turn in any reimbursement requests within 1 week from their withdrawal from PCI.

Teachers must sign and pre-approve all reimbursement requests prior to submission with the site's business department.

C. Exclusions:

The student budget may not be used for the following:

- Laptops, tablets, monitors, or other electronic devices (i.e. iPods, mp3 players, speakers, cell phones, printers, USB hubs, keyboards, mice, etc.)
 - Exception to this exclusion occurs when electronics are issued by the school or resource center
- Testing (i.e. advanced gymnastic levels, yellow belt testing, etc.)
- Tuition for all day private schools, day care, and pre-school
- Equipment (i.e. sports balls, shoes, uniforms, yoga mats, costumes, knee pads, etc.)
- Musical instruments and accessories (i.e. stands, metronome, tuners, strings, etc.)
- Guns, archery, or behind the wheel driver training
- Families/chaperones for field trips
 - Exception to this exclusion occurs when trips consists of more than 6 students AND is pre-approved by the School Director

- Services provided by family members
 - Exception to this exclusion occurs when family member is an Approved Vendor

D. Disclosures:

1. PCI takes no responsibility for financial contracts engaged by the families.
2. Families, teachers, and students are responsible for checking their budgets as needed via OPS. PCI recommends families to view their OPS budgets monthly by coordinating with their Teacher.
3. PCI provides a list of pre-approved vendors to obtain services. Vouchers must be used for any service provided by these pre-approved vendors (list can be found on the PCI website).
4. Any OPS budget disputes must be submitted within 8 weeks of the charge made to the budget.
5. Each PCI school site will have Fall and Spring deadlines for reimbursements. It is the responsibility of the families to ensure that they meet each of the deadlines to receive reimbursements. **Any receipt that is turned in past the deadlines will not be reimbursed.**
6. Any non-consumable items that are reimbursed or purchased using a Purchase Order must be returned within the 2 weeks following the school year or 2 weeks after dis-enrolling.
7. Site fees or courses will not be refunded to the student budget account if the student drops after the second week of instruction.

DISCLAIMERS:

***If a specific item or service is not listed on the PCI policy please contact your teacher for clarity before submitting the reimbursement.**

***Pacific Charter Institute reserves the right to deny or refuse any request for reimbursement that does not meet these policies and procedures.**

***Reimbursement checks can be expected to arrive within 4-6 weeks from the date of submission to the business department (NOT THE DATE GIVEN TO TEACHER).**