

Elizabeth Seton Music Boosters Record of Lessons for Reimbursement

Student Name _____ Phone _____

Parent/Guardian Name _____
(for reimbursement)

Parent/Guardian Address _____

City _____ State _____ Zip Code _____

Instrument/Voice _____ Instructor _____

Student's cost per lesson \$ _____ Length of lesson: _____

Check the amount of reimbursement % per lesson: ___ 50% ___ *100%

*100% reimbursement eligibility for specific situations only.

(Reimbursement limited to one lesson per week, not to exceed 1 hour; not to exceed \$50.00 per lesson .)

Approved _____ (Band or Choir director **MUST** approve)

Date	Instructor (please print)	Instructor Signature	Amount PD
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

➡ Forms should be submitted on a quarterly basis (Oct. 31st, Jan. 15th, Mar. 20th, June 2nd)
Reimbursement will not be paid after the quarterly due date for lessons taken during that quarter.
 Do not hold onto forms until the end of the semester or end of the year!
 We will not accept forms for lessons from past quarters. You will not be reimbursed.

1. The approved private instructor must sign EACH lesson date.
2. Seton band or choir director must sign each form before submission.
3. Completed forms are turned in to the Music Department **BY THE DUE DATE**, or MAILED to the **Music Booster Treasurer** for reimbursement:

Paula Casey, Treasurer
 2811 Spangler Lane
 Bowie, MD 20715-2127

Books are closed out on June 6th. Requests received after June 2nd **will NOT** be honored.
 Be sure that information is complete. Forms are not returned, so keep a copy for your records.
 Begin a new form each quarter. Checks will be mailed to parent/guardian listed above.
No instructors will be paid directly.