



SCHOOL YEAR 2018-2019

REIMBURSEMENT FOR STUDENT COMPUTER PURCHASES

In the past, Frontier purchased Dell computers for issue to requesting students and the cost was charged to the student's Frontier account over a three year period. Upon graduation or leaving Frontier, the computers were returned since they were inventoried property of Frontier/ASD. Computers purchased by Frontier Families could not be reimbursed.

Beginning with school year 2010-11, Frontier stopped buying computers for student use and began to reimburse, using a student's Frontier funds, parent/guardian/student purchase of any brand or style of computer. This includes notebooks, desktops, netbooks and tablet computers. E-readers (e.g., Amazon Kindle or Barnes & Noble Nook) are also eligible for reimbursement. Not eligible: any type of phone, iPods, Wii, X-box, etc.

This program has been well received and continues for SY 18-19.

The Program:

1. Maximum reimbursement per computer per student: \$1500 (\$500 max/year for 3 years)
 - Paid at the rate of \$250 per semester (Fall/1st Semester & Spring/2nd Semester)
 - Paid on or about the following dates:
 - 1st Semester: New purchase made between 7/1/18 - 12/20/18 or continued from prior year: **12/31/17**
 - 2nd Semester: New Purchase made between 12/12/18 - 3/1/19 or continued from prior semester or year: **5/31/18**
2. No reimbursement is made during the summer.
3. Student **must be actively enrolled** at Frontier Charter at end of each semester (Fall: 12/20/18; Spring: 5/22/19) to qualify for reimbursement.

4. Reimbursement will continue until the item cost is fully reimbursed or the \$1500 maximum is reached. However, a new reimbursement request is required each school year.
 - Advisor approval is required.
 - One computer or eligible device per student. Must be needed for student's academic plan and included with the related ILP's.
 - Parents/Guardians/Students choose the brand, style and features desired.
 - 3G/4G service for tablet computers is not eligible for reimbursement.
 - The **ORIGINAL** receipt **MUST** be submitted along with a **reimbursement form**. If you do not have the original, please contact the business office.
 - Extended warranty, virus software, mouse, keyboard, carrying case, printer or all-in-one, etc., may be included if purchased at the same time and included on the same receipt as the computer/tablet/e-reader. The \$1500 maximum over three year limit still applies.
 - Home networking components are not eligible for reimbursement.
 - Any rental/lease agreement between the computer vendor and the parent/guardian/student is the **sole** responsibility of the parent/guardian.
 - Frontier Charter School will have no responsibility for repairs, warranty administration, virus clean-up, etc. for computers or other items reimbursed under this program.
 - Original receipt for 1st Semester purchased items must be submitted for reimbursement by 12/20/18 to receive the 1st semester reimbursement check (issued about 12/31/18).
 - *Don't forget to create a reimbursement request. The 2nd semester check will be issued without additional paperwork providing the reimbursement requested for the year is greater than \$250.
 - Reimbursement request and original receipts for 2nd semester purchased items must be submitted by 4:00 PM Friday, 3/1/19 to receive the second semester check (issue date about 5/31/19).

If you purchase a computer or other eligible device through an online vendor, please remember to: 1) print a hard copy of the order confirmation email and 2) keep the packing list upon receipt of the item. If the shipment arrives and no packing list is included, cut the shipping label from the carton and submit as a back-up proof of receiving the item(s).

Those two documents, along with an extract of your credit card statement showing purchase payment, are essential for reimbursement.

Questions are always welcome!

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