

KAIB REIMBURSEMENT FOR MUSIC LESSONS REQUEST

Complete this form for withdrawal of funds from your student account as reimbursement for music lessons. You will need to pay your instructor at the time of the lesson and then submit it for reimbursement. As always, no item can be reimbursed from the student account until your current year and previous years' assessments are paid. Reimbursement can only be made after lesson is completed.

I would like to request \$ _____ from my child's student account for the reimbursement of the music lesson(s) itemized below.

Account/Student Name: _____

Signature: _____ Date: _____

Address: _____

Email Address: _____

Music Lessons for what Instrument: _____

<u>Student Name / Instrument in Band</u>	<u>Date of Lesson</u>	<u>Cost & Duration of Lesson</u>	<u>Instructor (Print Name)</u>	<u>Instructor Signature</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(For executive board use)

Account Balance Available: _____ Date: _____

Executive Board Vote Date: _____

The request was: Approved Denied

 This form is effective from June 1, 2011 through May 31, 2012. All forms must be submitted to Paula Durkin, financial secretary, within 60 days of the date of the lesson(s). Please try to submit the form **monthly**.

Please allow four to six weeks for processing of this request.