

SOUTHERN ADVENTIST UNIVERSITY

HOME SCHOOL EXPENSE FORM

JUNE 1 - MAY 31

Name of Parent _____ ID # _____

Children's Names _____

Date _____ School Year _____ Summer Fall Winter

EXPENSES

Item

Cost

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

TOTAL _____

"Beginning at age 5, assistance at 100% is given for books, teaching materials and supplemental instruction up to a maximum of 50% of the subsidy that would be received for attendance at A.W. Spalding Elementary, Collegedale Adventist Middle School, or Collegedale Academy. This assistance does not include entrance fees. Also specifically excluded from this assistance are field trips; the purchase and repair of computers, other electronic devices and equipment and musical instruments; and the cost of league sports. To be eligible for this benefit, at least 51% of the child's instruction should be provided at home by the parent(s). Reimbursement of dual-enrollment classes to be covered only during the four standard years of the high school term; to end approximately May of the senior year. Application for the subsidy, proof of registration, and applicable receipts must be submitted to the Human Resource Department for processing." A current version of the Employee Handbook can be found online at: southern.edu/hr/employees

*Please attach all original receipts to this form for the books and supplies you have purchased. If more forms are needed feel free to copy this one or request more at Human Resources.

*Please help minimize processing efforts by submitting one expense sheet for each semester or for the year. Thank you for taking such a personal interest in your children's education.

Office Use

HR Approval _____ Accounting Approval _____ Amount _____ Accounting Entered _____

GL # 100-60290-51401 Comments _____