



## Application Subsidy Policy

### A. PURPOSE

The Application Subsidy shall afford parents and guardians an opportunity to apply to multiple schools in an endeavor to find the best school for their Opportunity Scholarship Program (OSP) student. Serving Our Children recognizes that the financial hardship of applying to more than one school can be prohibitive, and therefore can limit opportunities for enrollment. To remedy this situation, Serving Our Children shall subsidize the application fee for up to five applications per student.

### B. SCOPE

This policy applies to all parents or guardians of students that are eligible for, or have been awarded a scholarship for the coming school term. This policy is effective for applications tendered for the school year starting after August 1, 2017. Parents and guardians may seek reimbursement for applying to an OSP school. The maximum number of reimbursements is five applications to OSP schools per school year, whatever the dollar cost is.

### C. DEFINITIONS

**Application Fee:** This is the fee OSP schools charge to process an application for enrollment and shall refer to no other fee, charge, or assessment. It must be designated as an "Application Fee" to be eligible.

### D. RESPONSIBILITIES

#### Serving Our Children:

1. Establish program administrative procedures;
2. Remit subsidies as per the policy directives;

#### OSP Schools:

1. Provide the applicant with a receipt for payment of an application fee, whether received in-person or via an online application;

#### OSP Parents or Guardians:

1. Apply to at least one school and as many as five schools;
2. Submit copies of receipts (no more than five) to SOC for reimbursement;

### B. PROCEDURE

1. Parent or guardian makes an application on behalf of their OSP student at an OSP school, either in person or online;
2. The OSP school shall provide a receipt upon the submission of the application or the acceptance of the payment from an online application, which designates:

- a. Date of transaction
  - b. Amount paid
  - c. Name and address of the school
  - d. Name of payee and the OSP student
  - e. The fee paid was for submitting an “application” to the school
3. Parent or guardian shall submit a request for reimbursement (Addendum A) to Serving Our Children listing one or all of their applications tendered and the application fees paid. This may be done upon the execution of each application or upon the end of the application process collectively.
  4. Serving Our Children shall accept and review each reimbursement request received:
    - a. The Chief Finance Officer shall determine the validity of the request and the amount of the reimbursement;
    - b. Payment shall be made in accordance with Serving Our Children’s accounts payable procedures.

## Request for Reimbursement of Application Costs

Application Period: 1 May 2018 through 30 September 2019

Requestor:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

I hereby request reimbursement for application(s) and/or required testing made on behalf of:

OSP Student: \_\_\_\_\_

OSP Student #: \_\_\_\_\_

to the following OSP Schools and/or testing sites:

Name of School	Date	Amount

Attach to this form copies of all receipts.

Parent / Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Mail to:

**Serving Our Children**  
**1615 L Street, Suite 750**  
**Washington, DC 20036**