

Operation Policy # 933
Internet Reimbursement Policy

Pursuant to Section 17-1743(e) of the Pennsylvania Charter School Law, SusQ-Cyber Charter School provides reimbursement for Internet services contracted directly through an Internet Service Provider. The following services will be reimbursed at their assigned rates:

Connection Type	Monthly Reimbursement Amount
DSL	\$40
Cable	\$50
Fiber Optic	\$50
Satellite	\$75
Cellular	\$40*

*Cellular internet access is reimbursed at the rate that SusQ-Cyber pays for Verizon Wireless MiFi cellular service.

Reimbursements will be made for Internet service only and not for taxes, fees or equipment rental charges. SusQ-Cyber will not be responsible for installation fees, reconnection fees, moving fees, contract termination fees or service call charges for repairs.

Reimbursements requests must be made via the form found within the parent portal and payments will be made quarterly only for billed months within the school year. Each month's bills must be attached to the requests in order to receive reimbursement.

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**SusQ-Cyber Charter School
Internet Reimbursement Request Form**

Instructions: Complete this form and submit it along with copies of your internet service provider billing statements for the quarter that you are requesting reimbursement for. NOTE: Bills must be submitted for each month requested.

Forms and statements can be mailed to:

SusQ-Cyber Charter School
Attn: Internet Reimbursement
240 Market Street, Box 1A
Suite 15
Bloomburg, PA 17815

Student Information

First Name: _____ Last Name: _____

Internet Information

Term Requested: **August 1 - November 30**

Internet Service Provider: _____

Monthly Internet Cost: _____

Total Amount Requested: _____

Requestor Information (Where to send the check)

First Name: _____ Last Name: _____

Address: _____

City: _____ State: PA Zip Code: _____

Requestor's Signature Date

To be completed by Technology Services ONLY:	
Comment:	
_____ Technology Services Representative Signature	Date
_____ CEO Signature	Date