
Request for Tuition Receipt

Parent/Guardian's Name _____

Phone Number _____

Student's Name(s) _____

☐ Send receipt in the mail

☐ Fax receipt to _____

☐ Leave receipt at front desk of school office

☐ Email receipt to _____

Please provide a receipt that covers:

☐ Tuition paid from _____ to _____. (Ex. Jan. 1, 2009 to Dec. 31, 2009)

☐ Tuition paid for the following dates: _____ to _____ (Ex. Jan. 1 to May 31, 2010)

☐ Tuition paid for the school year 20____ - 20 _____. (Ex. 20 10 - 20 11)

Special Instructions:

Receipt to be used for:

☐ Flexible Spending Account reimbursement

☐ Taxes or financial records

Signature

Date

Please allow three to five business days for completion.

For office use only:

Date Received: _____

Date Completed: _____