

STUDENT BUDGET SIBLING BUDGET TRANSFER REQUEST

Parent/Guardian Information

Name: _____
 Address: _____
 City, State ZIP: _____, _____
 Email: _____
 Phone: _____

Parent/Guardian Acknowledgement

By signing below, I understand that each student may only transfer funds from their budget ONCE per semester, meaning each student may only have ONE transfer transaction, regardless of being the recipient or sponsor, within a semester. All transfers are FINAL and may not be retransferred once the transaction has been posted. Any cancellations must take place within 5 business days.

Parent/Guardian Signature: _____ Date: _____

Transfer Amount: \$ _____

FROM	
Student Name	_____
Student ID#	_____
Teacher Name	_____
Teacher's Signature	

TO	
Sibling's Name	_____
Student ID#	_____
Teacher Name	_____
Course(s) on MA	Attainable Goal
Teacher's Signature	

Principal/School Director

_____ Sign _____ Date

OFFICE USE ONLY	
Business Technician	Date Approved: _____
_____	Date Processed: _____
Sign _____	Date _____



Pacific Charter Institute

Heritage Peak Charter School • Rio Valley Charter School
Valley View Charter Prep • Sutter Peak Charter Academy

Sibling Budget Transfer Procedure

Students that are designated as HomeSchool students may transfer funds between siblings provided the procedures below are followed:

1. One sibling transfer can be made either to a sibling or from a sibling once per semester.
2. A maximum amount of \$250 can be transferred **FROM** one sibling per semester.
3. Any one student may only have a maximum annual budget of \$3000 after transfers.
4. The transfer must be approved by the family Teacher, School's Principal (or Director), and the school's Business Technician in order to be valid.
5. Funds must be used for valid educational requests and subject to the student's attainable goal.
6. Transferred funds must be used in accordance with all PCI Student Budget Policies and Procedures.
7. PCI reserves the right to refuse any transfer if PCI Student Budget Policies and Procedures are not followed.
8. Sibling Budget Transfer Requests must be submitted by the deadline

Fall – Friday, December 7, 2018

Spring – Friday, April 5, 2019