



Pacific Charter Institute

Homeschool Student Budget Policy BP 3001

Adopted: September 14, 2018

Revised: June 9, 2022; June 8, 2023; June 12, 2025; June 8, 2026

Pacific Charter Institute (“PCI”), which operates Heritage Peak Charter School, Rio Valley Charter School, Valley View Charter Prep, and Sutter Peak Charter Academy, allocates each homeschool student a budget that will assist in meeting his or her educational needs. Homeschool student budgets are set amounts of money that will be reimbursed by PCI to the family each year, in accordance with this policy. PCI does not provide cash or checks to families upfront. This budget can be used for curriculum, school supplies in excess of the basic supplies provided by PCI, vendors, field trips and activities that align with the respective charter petition, master agreement and homeschool student learning plan.

Homeschool student budgets must be used toward reaching homeschool student goals outlined by the teacher and parents as listed on the homeschool student learning plan and/or master agreement. Below is an example of how homeschool student budgets are used:

Course on homeschool student’s Master Agreement	Product Description	Cost of Resource	Goal
Algebra 2	Tutoring Services by John Doe	\$300	Improve test scores
Art	Lakeshore Art Materials	\$50	Completion of art project

The homeschool student budgets are used for secular, **NON-RELIGIOUS** curriculum and enrichment as outlined on the homeschool student’s **Master Agreement and homeschool student learning plan. Teachers must physically inspect each item prior to submitting a reimbursement request on behalf of the homeschool student. All PCI guidelines listed herein must be followed.**

A. Guidelines & Limitations:

- 1) Homeschool students may not exceed 50% of their total budget in the first semester. All remaining funds must be spent by the second semester deadline. **NOTE:** Homeschool student budgets from the current school year may not be spent on the next school year (no rollover)
- 2) Monthly/annual memberships and subscription services must be within the first and last day of school. **NOTE:** Reimbursements must be prorated using the prorating system.



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Calculation for family memberships:

Membership Cost	Terms	Members included on membership	Cost per member per month	Reimbursable amount per homeschool student for full year (10 months)
\$100	12 months	4 Members	\$2.08	\$20.83

Please note: for family memberships, the total cost of the membership will be divided by the total **allowable** members on the membership. Beginning date of proration is the date the membership/subscription was purchased, and the ending date of proration is the last day of school.

- 3) Season or annual passes/memberships are not eligible for reimbursement. Individual admission tickets may be eligible for reimbursement if otherwise approved under policy.
 - 4) Ink cartridges are limited to a total of \$100 per semester, per homeschool student.
 - 5) Internet services can be reimbursed up to \$25 a month, per homeschool student.
 - a. Invoice must have homeschool student's home address.
 - b. Internet services can only be reimbursed from the homeschool student's first day of school to the homeschool student's last day of school.
 - c. Reimbursements may not exceed the cost of internet services.
NOTE: Homeschool students who qualify as low income, foster youth/homeless, or EL may be allotted additional funding for internet services.
 - d. Upon request PCI will provide hotspots to ensure connectivity necessary to complete assignments. (Internet will not be reimbursed if hotspot is provided)
 - 6) Services of any kind will be reimbursed only AFTER the completion of services (this includes subscriptions & memberships).
 - a. Families **may not** be reimbursed for services provided by another family member or for services provided by a PCI employee.
 - 7) Registration fees of up to \$100 for one service per semester may be reimbursed.
 - a. Class or sport registrations that were paid during the previous fiscal school year for services that occur in the current fiscal school year will not be reimbursed. (Receipt and payment date must reflect the current fiscal school year).
 - 8) Software & applications must be pre-approved by the teacher & Principal **PRIOR** to submission of reimbursement request.
 - 9) The homeschool student budget may be used toward field trips.
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- a. Any homeschool student who signs up for field trips sponsored or arranged by PCI using the homeschool student budget will be charged for the trip and **will not** be refunded in the event the homeschool student does not attend the field trip.
- b. Ticket stubs must be turned in with reimbursement requests for any field trips NOT sponsored or arranged by PCI.

NOTE: Any expenses for chaperones or field trips that occurred without approval **will not** be reimbursed. Only homeschool student costs are reimbursable.

- 10) High school graduating homeschool students may use their budgets towards purchasing a cap and gown as a keepsake, although PCI will provide rental caps and gowns for homeschool students.
- 11) ACT/SAT testing and up to 3 college applications.
- 12) Projects are limited to \$100 per project.

B. Reimbursement Stipulations & Declarations:

- 1) All invoices, receipts, and statements must be typed with the vendor's name, physical address, and contact number, and must reflect method of payment (showing that they have been **PAID**)
 - Tangible items must be itemized (e.g. Target and Walmart receipts)
 - Services must be listed with date(s) of service, service description, homeschool student's name, amount, date and method of payment.
 - Receipts must indicate item has been delivered.
 - Any associated late fees **will not** be reimbursed (**NO EXCEPTIONS**)
- 2) Flash drives are to be used for school purposes only. PCI has the authorization to check the flash drive at any time and it may be confiscated if it is being used for other purposes. **THE FLASH DRIVE IS THE PROPERTY OF PCI.**
- 3) College textbooks are reimbursable and must be returned to the school within 2 weeks of the course being completed.
- 4) Any homeschool student who withdraws from PCI must turn in any reimbursement requests within 1 week from his or her withdrawal from PCI.

C. Exclusions:

The homeschool student budget may not be used in whole or in part for the following:

- 1) Laptops, tablets, monitors, or other electronic devices
 - a. Exception to this exclusion occurs when electronics are issued by the school.
 - 2) Event Registration/Competition Registration/Testing (for example homeschool student may use his or her budget for dance lessons but not for dance competition entrance fees; homeschool student may use his or her budget for soccer lessons but not for tournament fees; homeschool student may use his or her budget for gymnastics lessons but not to test "up a level")
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- 3) Tuition private schools, day care, and pre-school
- 4) Adding classes to a transcript
- 5) Equipment
- 6) Musical instruments
- 7) Guns, archery, fencing, woodworking or behind the wheel driver training
- 8) Streaming video services, including, but not limited to, Netflix, Hulu, Amazon Prime
- 9) Families/chaperones for field trips
- 10) Services provided by family members.
- 11) Furniture
- 12) Reimbursement for payment made using rewards points or gift cards.
- 13) Service providers who have not been cleared by PCI.

D. Disclosures:

- 1) PCI takes no responsibility for financial contracts entered into by families.
- 2) Families are encouraged to review their homeschool student budget with their teacher monthly.
- 3) PCI provides a list of pre-approved vendors to obtain services. Vouchers must be used for any service provided by these pre-approved vendors (list can be found on the PCI website). **Note:** Services provided by a Community Partner will not be reimbursed
- 4) Each PCI school will have Fall and Spring deadlines for reimbursements. It is the responsibility of families to ensure that they meet each of the deadlines to receive reimbursements. **Any receipt that is turned in past the deadlines will not be reimbursed.**
- 5) Any non-consumable items that are reimbursed or purchased using a Purchase Order must be returned within the 2 weeks following the school year or 2 weeks after dis-enrolling.
- 6) Site fees or courses will not be refunded to the homeschool student budget account if the homeschool student drops after the second week of instruction.
- 7) Reimbursement checks can be expected to arrive within 4-6 weeks from the date of submission in Online Purchasing System.
- 8) Pacific Charter Institute reserves the right to deny any request for reimbursement that does not adhere to this policy.
- 9) Reimbursement may be denied, even after submission by the supervising teacher, by PCI's business office if it suspects or determines fraud in relation to the purported service. Fraud may include, but is not limited to, families being misled about services



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received, reimbursement claims associated with vendor locations that do not exist; or lack of student participation in a purported service. PCI retains the right, at its sole discretion, to verify any services that are submitted for reimbursement, or any purchase order that is submitted for payment. In the event PCI is unable to verify the service submitted for reimbursement or purchase order submitted for payment, then PCI shall deny reimbursement or payment. This could result in out-of-pocket costs for families. The prohibition against pupil fees does not apply to fraudulent transactions.

10) Verification of Services and Purchases:

PCI retains the right, at its sole discretion, to verify any services, memberships, subscriptions, materials, or purchases submitted for reimbursement or payment. PCI will make up to four (4) attempts to verify submitted services or purchases prior to determining that the submission is unverifiable. Verification attempts may include, but are not limited to, phone calls, emails, and other reasonable methods of communication with the vendor or service provider. If PCI is unable to verify the submitted service or purchase within the two weeks of the verification process, reimbursement or payment may be denied.

11) Authority to Deny Reimbursement Requests:

Teachers, approvers, supervisors, Directors, and PCI administration retain the authority to deny any reimbursement request that they determine does not reasonably align with the homeschool student's educational program, learning plan, coursework, educational needs, or the intent of this policy. This includes, but is not limited to, concerns regarding educational value, appropriateness, excessive quantities, duplicate materials, projects, or purchases that are not reasonably suited to support the homeschool student's educational goals.

12) All supporting documentation submitted for reimbursement including receipts, invoices, proof of payment, service descriptions, and vendor statements—must be provided in English. If original documentation is issued in another language, the parent/guardian must provide an English translation sufficient for PCI staff and auditors to verify the purchase.

13) Currency Requirement, PCI will only process reimbursements for purchases paid in U.S. Dollars (USD). Purchases made in foreign currencies are not eligible for reimbursement. All documentation must clearly show the amount paid in USD at the time of the transaction.