

Request for Tuition Receipt

Parent/Guardian's Name _____ Send receipt in the mail
 Email receipt to _____

Phone Number _____

Student's Name(s) _____

Please provide a receipt that covers:

- Tuition paid in the calendar year: 2022 2023 2024
- Tuition paid for specific dates of service: _____ to _____. (Example: *May 1* to *May 31, 2023*)
- Tuition paid for the school year: August 20____ - June 20 _____. (Example: August 2023 - June 20 24)

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:

Date Received: _____

Date Completed: _____