
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: 2019 2020 2021 2022

Tuition paid for specific dates of service: _____ to _____. (Example: Jan. 1 to May 31, 2019)

Tuition paid for the school year: August 20____ - June 20 _____. (Example: August 20 19 - June 20 20)

Special Instructions:

Signature

Date

Please allow three to five business days for completion.

Receipt to be used for:

- Flexible Spending Account reimbursement
- Taxes or financial records

For office use only:

Date Received: _____

Date Completed: _____