

## **Purpose:**

### MOS Monthly Reminder Letter Regarding Internet Invoices

As a student of Michigan Online School you qualify for a reimbursement of \$13.00 for your monthly Internet usage during the school year. Please save images of your invoices from your Internet Service Provider.

## **Requirements**

To claim your reimbursement, please be aware of the following requirements:

- You **must** submit image files of your invoices from your Internet Service Provider. (See the following section for further instructions.)
- The individual listed on the invoice **must** be reflected as the parent or guardian on the student's application to Michigan Online School.
- Eligible invoices are **only** for the two school year terms, from Sept. – Dec. and Jan. – May. (Reimbursement is not available for June – Aug.)

## **Timeline and Submission**

Simply submit all invoice image files for the semester submitted together at the end of the semester. The semester time frames are Sept. – Dec. and Jan. – May.

The **deadline** is no later than one week after the last day of the semester.

- For the first term, submit your invoice images from Sept. – Dec. no later than January 7.
- For the second term, submit your invoice images from Jan. – May no later than June 7.

Please submit your invoice images (in batches per term) to [reimbursement@michiganonlineschool.com](mailto:reimbursement@michiganonlineschool.com).

For questions regarding reimbursement, please contact [paul.paris@michiganonlineschool.com](mailto:paul.paris@michiganonlineschool.com)