

REQUEST FOR PAYMENT

The student may enroll in an extended class of choice. This class can be offered by TLC, or an independent instructor of expertise. Independent classes may be held at a TLC facility, at a studio or in a home.

TLC PAYMENT REQUIREMENTS

- All paperwork must be completed before payment is made.
- This form must be submitted **before or within** the month the student will attend the class, except for the month of June. **Final date to submit any Request forms, including for June, is May 28, 2010.**
- All information about the class and instructor must be correct.
- The instructor/agency (who is not a family member) must submit an updated W-9 form each year in order to get paid
- An Agreement to Pay (**signed by both parent and instructor**), the provider W-9 form and all original invoices **must be received by June 11, 2010.**
- The instructor or agency must submit an original invoice (not fax or email) with signature to get paid.
- Student must be in good standing with TLC and attend the class in the month stipulated

TLC PARENT/STUDENT INFORMATION

Parent Name	Student Name
Address	City Zip Code
Phone	E-mail

PROVIDER INFORMATION

Studio/Instructor Name	Type of Class
Address	City Zip Code
Phone	E-mail

BACKGROUND CHECK INFORMATION

In order to assure your student's safety, TLC will provide a free service to complete a Background Check on the instructor. If selecting this option, **you should inform the instructor first** before requesting the Background Check service as the instructor will not be paid until TLC has received the results. Instructors will be fingerprinted at the San Diego County Office of Education.

- Select one of the following options:
- I request the Background Check and understand the payment limitation as stated above.
 - I will supervise my student and waive the Background Check service.

PAYMENT OPTIONS

Month Class Begins: _____ Month Class Ends: _____

- Select one of the following payment options:
- Payment should be made one time only for a total tuition of..... \$ _____
 - Payment should be made on an ongoing basis for a monthly tuition of..... \$ _____
 - Parent will be paying for this class with private funds and will not use student fund.

I understand the requirements for the TLC Extended Class program as defined in the Parent-Student Handbook and I will follow them. I understand and have read the reimbursement policies on this form and agree to comply. I am responsible for letting TLC know when my student withdraws from class.

Parent Signature _____ Date _____

For Office Use ONLY:

IA Initials	Date Received	Date Reviewed	Initials
		\$	
FMP #	Amount		