



# Private Lesson Reimbursement Form

Request to use Student Account Funds for private lesson teacher payment

Student name: \_\_\_\_\_

Parent email: \_\_\_\_\_

Amount of payment: \_\_\_\_\_

Payment is for:

\_\_\_\_\_ Past lessons    # of lessons \_\_\_\_\_    Date(s): \_\_\_\_\_

\_\_\_\_\_ Future lessons    # of lessons \_\_\_\_\_    Date(s): \_\_\_\_\_

Private lesson teacher: \_\_\_\_\_

Address to send payment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- Payments can be made for lessons already taken or lessons to be taken in the future.
- Please drop this form in the payment box in Mr. Hile's office or email it to Mr. Hile at [spencer.hile@d214.org](mailto:spencer.hile@d214.org).
- Please include an invoice or receipt from the private lesson instructor.
- Checks will be mailed within approximately 2 weeks of request.
- Requests may be submitted up to three times per year.
- Requests will not be accepted during June, July, August, and December.

-----  
For office use only:

Approved: \_\_\_\_\_

Check #: \_\_\_\_\_    Date: \_\_\_\_\_

Date posted to Student Account: \_\_\_\_\_