

# **Tangipahoa Parish School System**

## **Reimbursement Process Important Information**

- All applications must be submitted to Deborah M. Forshag, Title I Resource Center, Amite, LA. Applications submitted to the appropriate person will be processed more quickly.
- A delay in the reimbursement process can be caused by any of the following reasons:
  1. Application not submitted by the designated deadline.
  2. All information required is not completed.
  3. The principal's signature has not been secured.
  4. All the necessary documentation is not included with the submittal of the application.
  5. The application for reimbursement was not submitted.
  6. The information received could not be verified by the school.
  7. Areas of certification were not completed.
- If an applicant pays for tuition in cash, a receipt must be obtained from the Controller's Office and submitted just like a credit card receipt, a debit card receipt, etc.