



ARISE GRANT DISTRIBUTION PROCEDURES

PROOF OF ENROLLMENT IS REQUIRED WITH YOUR FIRST REQUEST OF REIMBURSEMENT EACH QUARTER.

Also, if you are not attending school full time or are enrolled in online classes on a limited basis, the trustees may elect not to cover any expenses beyond tuition and books. **Funds will not be disbursed if you are not enrolled in school.**

TUITION- BOOKS

Tuition, certain fees, and school provided housing are reimbursable expenses under the terms of your Arise grant. If part or your entire grant will be used for these items, take a copy of your award letter to your schools Financial Aid Office when you enroll and request that they bill Arise directly. Please be sure to tell them that any invoices sent to Arise for payment must clearly state what the charges are for.

Books and some school related supplies are also reimbursable expenses. Many college bookstores will bill Arise directly for your purchases if you take a copy of your award letter and ask to have an account set up. Check with them before you buy.

CHILD CARE

Child care is reimbursable only for the time that you are in school. Licensed organizations may bill Arise directly. Hours of childcare during school hours only must be on the invoice.

PAYMENT OPTION

You may personally pay for any of the above items and then mail an expense voucher and your receipts to Arise for reimbursement. All receipts must clearly state items purchased and show recipient/vendor name.

MISCELLANEOUS

Other items reimbursable from your grant funds include transportation, groceries, and household bills (non-school housing rents/payments). You must pay these expenses first and provide Arise with an acceptable detailed receipt and a copy of the rental agreement. ONLY transportation expenses (ferry and gas), which are a direct expense of commuting to classes or field trips, can be reimbursed, (Instead of submitting gas receipts, you may claim \$.25/mile but the claim must be accompanied by a completed mileage report.) The following items are "**NOT**" reimbursable from Arise grant funds: Alcohol and tobacco products, glasses, household items, clothing and other personal items (unless required by an instructor), telephone expenses, medical/dental expenses, major car repairs, long term assets such as automobiles, typewriters, and computers. If you are attending school out of state, transportation cost to and from school are not covered.

NOTE: Allowable expenses can only be reimbursed when submitted to Arise on expense vouchers, correctly filled out and accompanied by valid receipts. All expense voucher forms must be signed and dated. All disbursements from your grant funds are paid in order of receipt in the Arise office and you will be personally liable for any expenses that exceed your grant amount.

BE SURE TO HAVE GRADE REPORTS SUBMITTED TO ARISE AFTER EACH QUARTER/SEMESTER IS COMPLETED.