



EMPOWERMENT SCHOLARSHIP
ACCOUNT 2016-2017 EXPENSE REPORT
GENERAL EXPENSE REPORT

Applicant/Legal Guardian and Student Details (print in blue or black ink):

Quarter: _____

Student First Legal Name	Student Legal Last Name
Applicant/Legal Guardian First Name	Applicant/Legal Guardian Last Name

Expenses (If not Applicable, Leave Blank)

1) Private School Expenses

A) Tuition

School Name: _____ Tuition Paid: \$ _____ Payment Date: _____

Payment Method: ☐ PayPal ☐ Point of Sale ☐ Web Based/Phone ☐ Square

Payment Frequency: ☐ Weekly ☐ Bi-Weekly ☐ Monthly ☐ Semester ☐ Quarterly ☐ Annual

B) Fees

Fee Type 1: ☐ Registration fee ☐ Facility fee ☐ Lab fee ☐ Credit Card Processing fee
☐ Application fee ☐ Book fee ☐ Tutoring fee ☐ Enrollment fee
☐ Other (Specify): _____

Amount Paid: \$ _____ Payment Date: _____

Payment Method: ☐ PayPal ☐ Point of Sale ☐ Web Based/Phone ☐ Square

Fee Type 2: ☐ Registration fee ☐ Facility fee ☐ Lab fee ☐ Credit Card Processing fee
☐ Application fee ☐ Book fee ☐ Tutoring fee ☐ Enrollment fee
☐ Other (Specify): _____

Amount Paid: \$ _____ Payment Date: _____

Payment Method: ☐ PayPal ☐ Point of Sale ☐ Web Based/Phone ☐ Square

Fee Type 3: ☐ Registration fee ☐ Facility fee ☐ Lab fee ☐ Credit Card Processing fee
☐ Application fee ☐ Book fee ☐ Tutoring fee ☐ Enrollment fee
☐ Other (Specify): _____

Amount Paid: \$ _____ Payment Date: _____

Payment Method: ☐ PayPal ☐ Point of Sale ☐ Web Based/Phone ☐ Square



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C) Textbooks - Required By Private School

Textbook:	Amount Paid: \$
Textbook:	Amount Paid: \$
Textbook:	Amount Paid: \$
Textbook:	Amount Paid: \$

D) Uniform (Required By and Purchased Through School)

Total Payment Amount: \$ _____

2) Tutoring Services – Academic Subjects, including Music and Art

A) Tutor 1

Payment Date: _____

Payment Method: ☐ PayPal ☐ Point of Sale ☐ Web Based/Phone ☐ Square

Payment Facility: _____ Payment Amount: \$ _____

Name of Tutor: _____ Subject: _____

Credential Type: ☐ Bachelor's Degree or higher ☐ State Teaching Certificate

☐ State Substitute Teaching Certificate

☐ Checking this box assures that I have verified credentials and documents are attached

B) Tutor 2

Payment Date: _____

Payment Method: ☐ PayPal ☐ Point of Sale ☐ Web Based/Phone ☐ Square

Payment Facility: _____ Payment Amount: \$ _____

Name of Tutor: _____ Subject: _____

Credential Type: ☐ Bachelor's Degree or higher ☐ State Teaching Certificate

☐ State Substitute Teaching Certificate

☐ Checking this box assures that I have verified credentials and documents are attached

Use Addendum sheet to add additional Academic Tutors

Continue on next page for Extra-Curricular Tutors



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C) Extra-Curricular Tutors

Payment Date: _____

Payment Method: ☐ PayPal ☐ Point of Sale ☐ Web Based/Phone ☐ Square

Payment Facility: _____ Payment Amount: \$ _____

Name of Tutor: _____ Subject: _____

Credential Type: ☐ Bachelor's Degree or higher ☐ State Teaching/Substitute Teaching Certificate

☐ Subject-specific Credential (Specify): _____

☐ Checking this box assures that I have verified credentials and documents are attached

Use Addendum sheet to add additional Extra-Curricular tutors

3) Curricula

A) Curriculum Order 1

Payment Date: _____ Total Payment Amount: \$ _____ Vendor: _____

Payment Method: ☐ PayPal ☐ Point of Sale ☐ Web Based/Phone ☐ Square

a) Curriculum, as listed on Invoice

Name of Curriculum	Grade Level	Subject	Price
			\$
			\$
			\$
			\$
			\$
			\$

b) Supplemental Material

Required by (Curriculum Name)	Name of Item	Price
		\$
		\$
		\$
		\$

c) Taxes and Shipping: Payment Amount: \$ _____

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B) Curriculum Order 2

Payment Date: _____ Total Payment Amount: \$ _____ Vendor: _____

Payment Method: ☐ PayPal ☐ Point of Sale ☐ Web Based/Phone ☐ Square

a) Curriculum, as listed on Invoice

Name of Curriculum	Grade Level	Subject	Price
			\$
			\$
			\$
			\$
			\$
			\$
			\$

b) Supplemental Material

Required by (Curriculum Name)	Name of Item	Price
		\$
		\$
		\$
		\$

c) Taxes and Shipping: Payment Amount: \$ _____

Use Addendum sheet to add additional Curricula

4) Online Private Program

A) Tuition

Program Name: _____ Tuition Paid: \$ _____ Payment Date: _____

B) Fees (as shown on Invoice)

Name of Fee: _____ Tuition Paid: \$ _____ Payment Date: _____

C) Required Textbooks/Curriculum

Textbook/Curriculum 1 Name:	Amount Paid: \$
Textbook/Curriculum 2 Name:	Amount Paid: \$
Textbook/Curriculum 3 Name:	Amount Paid: \$
Textbook/Curriculum 4 Name:	Amount Paid: \$



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5) Testing Fee for Placement/Admission Exams related to College

Payment Date: _____

Test Date: _____

Payment Method: ☐ PayPal ☐ Point of Sale ☐ Web Based/Phone ☐ Square

Payment Facility: _____ Payment Amount: \$ _____

Test Name: ☐ American College Test (ACT) ☐ California Achievement Test (CAT)
☐ Stanford Achievement Test (SAT) ☐ Iowa Test of Basic Skills (ITBS)
☐ Tests of Academic Proficiency (TAP) ☐ Metropolitan Achievement Test (MAT)
☐ TerraNova ☐ Other (Specify) : _____

6) Post-Secondary Institution (University, College, Trade or Vocational School in Arizona)

A) Tuition

Institution Name: _____ Tuition Paid: \$ _____ Payment Date: _____

B) Fees

Name of Fee 1: _____ Amount Paid: \$ _____

Name of Fee 2: _____ Amount Paid: \$ _____

C) Textbooks Required by Post-Secondary Institution

Textbook 1 Name: _____ Amount Paid: \$ _____

Textbook 2 Name: _____ Amount Paid: \$ _____

Textbook 3 Name: _____ Amount Paid: \$ _____

Textbook 4 Name: _____ Amount Paid: \$ _____

D) Placement / Admissions Test

Test Name: _____ Test Date: _____

Amount Paid: \$ _____

7) 530-Coverdell Plan

Payment Date: _____ Payment Amount: \$ _____

Financial Institution: _____ Third Party: _____

Applicant Parent must be the Responsible Party on Account

Please attach Account Overview and Account Statements with submission



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8) Bank Fee for ESA Account

a) Bank Fee 1

Payment Date: _____

Payment Amount: \$ _____

Fee Type: ☐ Replacement Card (Lost or Stolen) ☐ Expedited Service Fee

b) Bank Fee 2

Payment Date: _____

Payment Amount: \$ _____

Fee Type: ☐ Replacement Card (Lost or Stolen) ☐ Expedited Service Fee

9) Services from a Public School

Note: Student cannot be enrolled in public school; services must be paid-services from a public school within Arizona

Payment Date: _____

Payment Amount: \$ _____

Payment Method: ☐ PayPal ☐ Point of Sale ☐ Web Based/Phone ☐ Square

District: _____

School: _____

Course Title: _____ Subject: _____ Grade Level: _____

EXPENDITURE – ATTESTATION FORM

Pursuant to Arizona Revised Statutes § 15-2402 & 15-2403, as the ESA contract holder, I certify that:

- 1) All funds have been spent for the lawful benefit of the qualified student as authorized in Section 3 of the Empowerment Scholarship Agreement.
- 2) I understand that the Arizona Department of Education is authorized to audit all expenditures and may:
 - a. Suspend an ESA account or remove a parent for misspending;
 - b. Require repayment of misspent funds before releasing additional monies;
 - c. Refer gross misspending for further investigation to the Attorney Generals' Office that may result in a civil judgment or criminal indictment.
- 3) I understand it is a violation of ESA policy to retain the services of a family member or ESA card holder as a therapist, tutor or aide.

Parent Name (Print)	Signature	Date
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Submission is not considered complete without all supporting documentation (receipts, invoices, credentials, etc.)

Send completed Expense Report and required documents to:



Mail

Arizona Department of Education Attn: ESA
1535 W. Jefferson Street Bin #41
Phoenix, Arizona 85007

Email:

esareports@azed.gov