



## Education Student Accounts (ESA+) ESA+ Reimbursement School receipts

### ESA+ Reimbursement Schools

**Request a receipt on school letterhead that includes the following details:**

- Name of school
- Student first and last name as it appears in MyPortal
- Parent first and last name as it appears in MyPortal
- Amount paid for semester tuition and required fees
- Semester enrollment dates for the student (not the date the payment was made)

ESA+ can only reimburse parents for tuition and fees that are required of all students. If you are unsure whether a fee is required of all students or is optional, contact your school.

The receipt must clearly identify the cost for tuition and required fees paid by the parent for the semester.

**Acceptable date formats for semester enrollment:**

- July 1 – December 31, 2025, for fall 2025 semester
- January 1 – June 30, 2026, for spring 2026 semester

*Provide the student's exact enrollment dates.*

### Timing

Reimbursement receipts are due before the end of the school year (the third week of June). To allow time for corrections, submit receipts no later than **May 31**. Corrected receipts can be submitted, but only within the school year for which tuition and required fees were paid.

Reimbursements are only allowed for tuition and required fees from the current school year.

ESA+ will send you a MyPortal notification announcing the reimbursement window.

- ESA+ begins reimbursing parents for fall semester in late October.
- ESA+ reimburses parents for spring semester beginning in late March.



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### Top Reasons Receipts Are Rejected

*and what to do next*

- **The student's name doesn't match the ESA+ student name in MyPortal.** Ensure your student's name matches exactly as it appears in MyPortal.
- **The person responsible for payment isn't the parent on record in MyPortal.** Ensure the receipt shows the parent of record paid the tuition.
- **The document submitted is a running total of charges and payments.** Request a formal receipt from your school; printouts from management systems like FACTS are not acceptable.
- **There are no enrollment dates on the receipt.** Make sure your receipt shows the student's fall or spring semester enrollment dates. For example, neither "2025-26" nor "Fall 2025" are sufficient.
- **The receipt includes charges for more than one student.** Ensure the receipt clearly identifies charges for the ESA+ student.