Private Lesson Progress
Reimbursement Request Form

Complete and return to the Band Director. Due by the 15th of the following month. Reports submitted more than two months after due date will not be accepted. All checks must be cashed within two weeks of receipt. Maximum of two lessons per month eligible for reimbursement. Reimbursement amount is 50% of the lesson charge up to $35 for a maximum of 10 lessons.

Student Section

Please complete the entire form. Incomplete forms will not be accepted.

For the Month of (Check One)

September _____
October _____
November _____
December _____
January _____
February _____
March _____
April _____
May _____

Required by finance department. Print clearly to ensure timely reimbursement.

Student Name _____

Check Payable To _____
Parent or guardian

Address _____

City State Zip _____

Lesson Focus of Study: _____

Total Hours of Daily Practice for the Month: _____

Student Signature _____

Date _____

Teacher Section

Lesson Preparedness (circle one): Excellent Good Fair Needs Improvement

Student Progress (circle one): Excellent Above Average Average Less Than Average

Suggestions for Improvement: _____

Teacher Name (please print) _____

Teacher Signature _____

Lessons This Month: **1** **2**

Cost Per Lesson : $ _____

Date _____

Admin Section

Director Approval _____ Date _____ Reimbursement Amount $ _____

Office Approval _____ Check Issue Date _____ Check No. _____