



COA *Enrichment*

Definition: COA Enrichment is seen as a course of instruction by a professional. Not an event, admission or subscription.

How does it work? There are 3 types of vendors:

- **Private Instructor** - A professional person providing a service. Such as an independent music teacher.
- **Small Business** - A business providing a service like Martial Arts or gymnastics.
- **Community Business** - A business providing a multitude of class options, such as a Park & Rec, skate center, sports organization, etc.

There is a list of enrichment vendor options on our COA Family Resources website. If you are interested in doing a program that is not on the list, the vendor may need to fill out an application for approval. Both Private Instructor and Small Business must fill out a [digital Professional Application](#), prior to being used for enrichment.

Most vendors who provide an enrichment activity are eligible. Certain categories may need the COA Principal's approval. If you are uncertain, please ask.

Who receives the stipend?

Full time and COA+Realtime Online students, who are not getting electives from a neighborhood school. This is for students who are in good standing with the Newberg School District's COA Program. NSD reserves the right to withhold enrichment funds if a student is: 1) Not turning in schoolwork 2) Is more than 15 days behind 3) Is not keeping up on attendance or 4) Who is otherwise not participating.

How do I get reimbursed?

Go to either [The COA Resources Page](#) or the [COA District Website](#). This is where you will find the [Enrichment Summary Form](#) needed in order to get reimbursed. The vendor must be able to provide a professional **itemized** receipt. If the receipt is a store bought booklet type receipt, it needs to be detailed and proof of payment must be provided (cancelled check, visa/venmo statement, etc). Only a parent/guardian of the student can get reimbursed.

1. Check website to see if the vendor is on the [vendor enrichment list](#). If not, have the vendor fill out the Professional Application (see above - only needed for Individual and Small Business).
2. Fill out an Enrichment Summary Form detailing out the activity. One form per student please.
3. **Include a receipt showing: Business/Individual name and contact info, Student name(s), date of service, type of service, cost and proof of payment/showing it has been paid.** If proof of payment is not on the invoice, please provide proof such as a canceled check or visa/venmo statement.
4. Keep a copy of the summary form for records to keep track of student enrichment allowance of \$500 per semester. \$250 per elective per semester.
5. **Send in:** Grades K-8: Email to enrichment@newberg.k12.or.us Grades 9-12: Email to: martinc@newberg.k12.or.us . Or drop-off/mail to: 1421 Deborah Rd, Newberg, OR 97132.

We do have vendors that direct bill for hardship situations. Please contact Tim Graham or Lynette Hammon for more information.

How often can I send it in? How long does it take to get reimbursed?

As often as you would like during the semester. However, they are only processed twice a month; the first and the fifteenth, the first turn in is October 15th. If there is missing information that needs your attention, the enrichment may be pushed off to the next process date. There is a deadline each semester to turn in all enrichment reimbursements. Enrichment is covered from September-June of the school year.

Once all necessary information is submitted, approximately 2-6 weeks for a refund.