



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, skating center, sports organization, etc.

We provide a list of enrichment options, which we have been in contact with. However, 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. Most all vendors who provide an enrichment are eligible. Certain categories may need the COA Principal's approval. If you are uncertain, please ask.

Who receives the stipend?

Full time students (four classes or more), 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?

A few vendors have signed up with the school district to provide our families a direct bill option. This is where they will bill the School District directly. You will still need to keep track of the amount billed, on Summary Form, to be sure you do not go over your allotment. Please see the Enrichment Options list for those vendors.

Below is the process for reimbursement for non-direct-bill vendors, where we reimburse the parent.

1. For Private and Small Business only: Have vendor fill out Professional Application (if they are on the Enrichment List, they have already filled one out)
2. Send in a receipt providing: Business/Individual name, Student name(s), date of service(s), type of service, cost and proof of payment. If proof of payment is not on the invoice, please provide proof such as, a canceled check or visa statement.
3. Grades K-8: Email to (hammonl@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.

If the vendor works continually with the COA program, they can contact us and see about setting up a direct-bill account.

How often can I send it in?

As often as you would like during the semester. There is a deadline for each semester to turn in all enrichment reimbursements for a refund.

How long does it take to get reimbursed?

Once all necessary information is submitted, approximately 2-4 weeks.