## **Host Family Reimbursement**

| All reimbursements for host families will be processed through the Business Office on the 15 <sup>th</sup> of the month. Please allow time for processing and mailing. Also note that there will be adjustments to the timing if the 15 <sup>th</sup> falls on a holiday or a weekend.                                                      |
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| For host families with current students in the Catholic Academy of Sussex County, please note that reimbursement monies will be applied to any outstanding balances in any of the Academy schools. Please be sure to fill out the 'Host Family Tuition Reimbursement Form' found on the website under the section 'International Students.' |
| Please contact Robin Holowienka at 973-729-6125 x4003 with any questions regarding reimbursement.                                                                                                                                                                                                                                           |
| Please sign and date below that you understand our policy.                                                                                                                                                                                                                                                                                  |
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Signed: \_\_\_\_\_\_ Date: \_\_\_\_\_