

## Georgia Special Needs Scholarship: Payment Error Form

Private School Name:	*Requesting back payment for a student(s)? Please include the following attachments:
Private School Contact:	1. Completed Payment Error Form
Private School Address:	2. Academic Transcript
	<b>3. Notice on school's letterhead indicating reason student was omitted from the roster.</b>
	Please include the enrollment date.
	4. Award Letter

Check One 🗌 First Quarter (Adjustment Deadline 10/31/2022 🗌 Second Quarter (Adjustment Deadline 12/30/2022) 🗌 Third Quarter (Adjustment Deadline 02/24/2023) 🗌 Fourth Quarter (Adjustment Deadline 05/26/2023)

Student Name	Error(s)	Eligible student was not included on the roster. (Provide private school transcript, notice from private school verifying enrollment, and the 2019-2020 award letter).	Check received was not <u>one fourth</u> of the total scholarship amount.		The parent's name was incorrect.	Please include the student's enrollment date at the private school	Please indicate which <u>Quarter</u> <u>Check</u> you are requesting:	Other: (Reasons for Payment Error)
			Amount Received	Actual Amount				
Ex: Jane Doe			\$500	\$1000				
Ex. John Doe		Parent did not make school aware of SB10 status.				August 5, 2017	1st Quarter and 2nd Quarter	
Ex. Jack Doe					Correct name is Jill Doe.			
1.								
2.								
3.								
4.								

5.				
6.				
7.				
8.				
9.				

Please mail <u>checks</u> to:

Department of Education Grants Accounting 1652 Twin Towers East 205 Jesse Hill Jr. Drive, SE Atlanta, GA 30334 Or

<u>Scan</u> and <u>email</u> all other information to: iparks@doe.k12.ga.us

Signature of Authorization: \_\_\_\_\_