



# Village of Algonquin Northern Illinois Special Recreation Association Reimbursement Request Form

Northern Illinois Special Recreation Association (NISRA) offers a variety of opportunities to people who have special needs. Individuals with special needs who reside within the Village of Algonquin's residential boundaries and participate in NISRA programming are eligible for the Village's NISRA Reimbursement Program. Non-Residents and/or Unincorporated Residents of Algonquin do not qualify for reimbursement. This program will reimburse Algonquin Residents the difference between in-district and out-of-district fees for participation in NISRA programming. To receive reimbursement, participants must complete this form and submit supporting documentation within the same calendar year the program has been conducted. Reimbursements will only be sent once a course is completed. Reimbursement checks are sent directly to the address listed on this form and may take up to 30 days to receive. Should you have any further questions and/or concerns, please contact the Village of Algonquin Events & Recreation Department at (847) 658-2700.

Participant's First Name:		Participant's Last Name:	
Parent/Guardian's First Name:		Parent/Guardian's Last Name:	
Address:			
Daytime Telephone:	Evening Telephone:	Email Address:	

Course Name	Course Code	Course End Date	Resident Fee	Non-Resident Fee	For Office Use Only

- I have attached an invoice/receipt showing payment for the above listed programs to this form.
- I have attached a copy of the program description from the NISRA catalog to this form.
- I have read and fully understand the information listed on this form.

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*Signature* *Date*

For Office Use Only	
<b>Total Reimbursement:</b>	
<b>Events &amp; Recreation Department Approval:</b>	