



Hope Scholarship Reimbursement Policy Approved on February 27, 2025

The West Virginia Hope Scholarship Board has adopted the following parameters with regards to reimbursement requests submitted under the West Virginia Hope Scholarship Program.

Reimbursement requests will only be considered under the following extenuating circumstances:

1. Due to a *documented* disability or other specialized educational need, such as a Career Technical Educational course, a student requires a particular educational service, supply, or specialized piece of equipment and a substantially similar service, supply, or piece of equipment is not offered by an approved Hope Scholarship education service provider or vendor within 30 miles of the student's home.
2. *Documented* Hope Scholarship online platform malfunctioning, malfunctioning of Board-administered IT resources, procedural errors by a county board of education or the West Virginia Department of Education, or Board procedural errors significantly prevented the ability to timely pay an approved Hope Scholarship education service provider or vendor, through no fault of the account holder, and timely payment was necessary to continue to receive said provider or vendor's services without disruption to the student's education.
3. The out-of-pocket purchase for **off-the-shelf curriculum** defined as lessons and academic content taught in a specific course, program, or grade level, including supplemental materials directly related to the course of study that is widely and immediately available and not customized or designed for a particular student. Examples include, but are not limited to, the following:
 - Textbooks (including electronic)
 - Workbooks (including electronic)
 - Student/Teacher Curriculum kits
 - Student/Teacher Curriculum Educational videos, DVD's, or CD's
 - Activity/Learning or Study guides

- Teacher Curriculum Lesson plans
- Books (fiction or nonfiction)

4. The out-of-pocket purchase of a nationally normed standardized achievement test kit or online test needed to satisfy the requirements of West Virginia Code §18-31-8(a)(4)(A)(i), inclusive of the cost to score the exam. The test kit or online test must be purchased directly from the test's publisher or another vendor that is authorized to either administer the tests to students or sell test kits to test administrators.

5. The out-of-pocket purchase for ACT/SAT standardized college entrance or Advanced Placement (AP) exams. This includes the actual cost and fees of the ACT, SAT, or Advanced Placement exam and does **not** include any preparatory courses or materials for the aforementioned exams.

6. The out-of-pocket purchases of individual library memberships, including out of state library memberships.

7. The out-of-pocket purchases of digital subscriptions for curriculum or other digital learning tools that do not involve live instruction.

8. The out-of-pocket purchases for qualifying program expenses made between August 15, 2024 and December 31, 2024 in the following item categories:

- Technology Equipment
- School Uniforms
- Basic Educational Supplies
- Assistive Technology
- Musical Instruments and Related Supplies
- Individual Online Curriculum Subscriptions
- Other Educational Supplies

Board staff are authorized to approve reimbursement requests when one of the eight extenuating circumstances described above is present. Any other reimbursement request, listing an extenuating circumstance not outlined above, will be brought to the Board for its consideration on a case-by-case basis and the opportunity to provide direction to Board staff.

Board staff are authorized and directed to deny reimbursement requests based on the following circumstances.

1. The student or account holder prefers a particular educational service, supply, or piece of equipment that is not offered by an approved Hope Scholarship education service provider or vendor.
2. The account holder chooses to pay out-of-pocket for a qualifying expense (other than items specifically designated in this policy as being allowable for reimbursement) and later

wishes to be reimbursed with Hope Scholarship funds, and the request clearly fails to indicate the existence of extenuating circumstances as determined by Board staff.

3. The account holder purchases the item prior to Hope Scholarship funds being available in the student's Hope Scholarship online platform account, even if the item would have otherwise been considered for approval.

4. The account holder fails to submit the reimbursement request within 90 days of the date of purchase of the item being requested for reimbursement.