



PARTICIPATING INDIVIDUAL AGREEMENT

INTRODUCTION

The Indiana Education Scholarship Account (INESA) is administered by the Indiana Treasurer of State (TOS), in collaboration with the Indiana Department of Education (IDOE). Parents of eligible students or emancipated students who participate in the INESA program may use scholarship money to purchase approved educational programs, therapies, services, tuition, fees, and other expense related to the student's education from approved INESA entities.

A student will be eligible if they meet specific eligibility requirements. An eligible student or emancipated student must meet the requirements of the INESA program at the time of application. Scholarship funds will be deposited to a parent or emancipated student INESA fund through a secure online portal. A parent or emancipated student utilizes the online portal to reimburse payments to participating entities for services delivered.

The following agreement is for an individual requesting to participate in the INESA program as a participating entity. For additional information on the INESA program review the INESA handbook and information provided on the INESA [website](#).

ASSURANCES

As a condition of the INESA program, an individual makes the following assurances:

1. **Authority to Act:** I am the individual described at the end of this agreement with the authority and capacity to enter into this agreement to submit intent to become a participating entity (Entity) in the INESA program.
2. **Declarations; Eligibility.**
 - a. I declare and confirm the information provided in this agreement is true and accurate. Any misrepresentation could result in denial and/or revocation from the INESA program.
 - b. I declare and confirm that I have read and agree to follow all the terms and procedures outlined on the INESA website, including the Provider Handbook.
 - c. I declare that the following individuals described in this application is an eligible individual and meets the following eligibility requirements:
 - i. An individual who provides private tutoring.
 - ii. An individual that provides services to a student with a disability in accordance with an individualized education program developed under IC 20-35 or a service plan developed under 511 IAC 7-34 or generally accepted standards of care prescribed by the eligible student's treating physician;
 - iii. An individual who offers a course or program to an eligible student;





- iv. A licensed occupational therapist;
 - v. A paraprofessional or educational aide.
 - d. Entity shall conduct a criminal background check and child protection index check for all employees or contracted individuals who will have "direct, ongoing contact with children." (IC 20-26-5-10)
- 3. **Proof of Unencumbered Assets.**

In Accordance with IC 20-51.4-5.5-2(c), if it is reasonably expected by the TOS that an Entity will receive, from payments made under INESA program, more than fifty thousand dollars (\$50,000) during a particular school year, the Entity shall provide the INESA program evidence, indicating that the Entity has unencumbered assets sufficient to pay the TOS an amount equal to the amount expected to be paid to the Entity under the program during the particular school year. Entities who fall under this Section shall provide a notarized financial statement to TOS.
- 4. **Qualified Expenses.**
 - a. Entity shall only accept INESA payments for qualified expenses: All services must be in person unless indicated by a "V," which allows the service to be in person or virtual.
 - i. Tuition and fees
 - ii. Individual class
 - iii. Testing and examination services
 - iv. Medical therapies
 - v. Occupational therapy – V
 - vi. Educational services
 - vii. Paraprofessional/Educational aides
 - viii. Extracurricular programs
 - ix. Training program/camp – V
 - x. Transportation service
- 5. **Charges and Receipts.**
 - a. Entity may not charge an Eligible Student an amount greater than a similarly situated student who is receiving the same or similar services;
 - b. Entity may not count a grant received by a Parent/EES for any purpose regarding the calculation of tuition, fees, scholarships, or any other financial aid;
 - c. Entity shall provide a receipt to a Parent/EES for each qualified expense charged for education or related services provided to the eligible student;
 - d. Entity understands payments will be made in arrears from the Parent/EES INESA account;
 - e. Parent/EES may make a payment for a qualified expense from a source other than INESA account.
- 6. **Accounts Receivable.**
 - a. Entity must provide ACH banking information to TOS financial management vendor to accept payments from a Parent/EES INESA account.





7. Refunds.

- a. Entity that receives a payment for a qualified expense may not refund any part of the payment directly to the Parent/EES;
- b. Entity shall refund TOS;
- c. TOS shall deposit the Entity refund into the Parent/EES INESA account.

8. Marketing.

- a. TOS shall annually make available on TOS website a list of Entities.
- b. Entity understands, acknowledges, and agrees that the TOS and any of its contractual partners may advertise, market, and/or publish general information about Entity and the services offered by Entity on any of its online platforms.
- c. Parent/EES shall be able to rate the parent's experience with the Entity.

9. Revocation.

- a. Entity understand and agrees that this agreement revokes for an Entity if:
 - i. Has failed to provide educational service required by state or federal law to an eligible student receiving instruction from the Entity; or
 - ii. Has routinely failed to meet the requirements of an Entity under the program.
- b. If TOS revokes an Entity's status in the INESA program, TOS shall provide notice of the revocation within thirty (30) days of the revocation to each parent/EES receiving instruction from the Entity who has paid the Entity from the INESA account.
- c. TOS may permit a former Entity to reapply with the TOS for authorization to be an Entity not earlier than 365 days after Entity was revoked.

10. Agreement Term Limit.

- a. Entity understands and agrees that this agreement is valid for one (1) school year. Subsequential years will require a renewal process to verify Entity documentation is accurate and up to date if applicable:
 - i. Proof of business registration in Indiana
 - ii. Proof of all accreditations
 - iii. Professional license, certification(s)
- b. Entity understands, acknowledges, and agrees that the terms of this agreement are subject to change at the sole discretion of the TOS and/or as a result of changes in the law. In order to continue participating in the INESA program, Entity agrees to sign an updated agreement upon request should there be changes and/or alterations made.

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