

Wexner Center for the Arts
Education Department
School Tour Reservation Form

Complete this form and send by email or fax to:
 Wexner Center Education Department
 E: edweb@wexarts.org F: (614) 247-6777

School Information

School Name: _____

School Address: _____

Contact Teacher's Name: _____

Contact Teacher's Email: _____

Contact Teacher's Cell Phone: _____

Principal's name: _____

School phone: _____

Wexner Center program(s) attending: _____

Date of Wexner Center program(s) attending: _____

Alternative dates and times (please provide two): _____

Number of students, chaperones; student grades/ages: _____

Information on group special accommodations: _____

If your school would like to apply for transportation assistance, please complete the portion below:*

***If you are a school within the Columbus City School district**, you do not need to complete the fields below; the Wexner Center has an internal arrangement with Columbus City Schools Transportation, who will invoice us directly. You are responsible for scheduling and reserving a bus through your local school district.

Bus Subsidy Program
Description:

To help offset the ever increasing cost of transportation for extended learning opportunities for students, the Wexner Center for the Arts offers bus assistance for qualifying school groups to visit and participate in programs at the Center. An application may be submitted after registration for a program or guided tour. Teachers or administrators must submit required paperwork. If the application is approved, the Wexner Center will reimburse transportation costs **up to \$175**. We also reserve the right to approve up to 50% of the cost for bus transportation. Each application is reviewed on a case by case basis. Funds are available on a first come first serve basis and priority is given to schools that demonstrate high percentage of free and reduced lunch. For districts other than Columbus City Schools, **bus subsidies are limited to one subsidy per teacher**.

If approved for a bus subsidy, **you are responsible for scheduling and reserving a bus** through your local school district or an outside vendor.

For schools outside the Columbus City School district, the selected bus vendor must match the name of **your school system's transportation services OR the name of the outside selected bus vendor** indicated on this application form. We need several weeks of turnaround time to create a check, and so **we must have the application before your visit to the Wexner Center**. In order to expedite the reimbursement process, please be sure that the vendor name is correct. Within 60 days of the visit, please have the indicated vendor invoice the Wexner Center's Education Department directly. Remember, we will only reimburse your approved amount up to \$175.

If you cannot obtain a bus through your school district, and need assistance with obtaining an outside bus vendor, please indicate that on your application. You will receive a confirmation email once your application is approved. Invoices must be sent to the center within 60 days of the visit. **We will not reimburse transportation expenses if the invoice is not sent within 60 days**. If you do not receive a check within 60 days of sending invoice, it is your responsibility to notify us.

Financial Information

School percentage of students on free or reduced lunch: _____

Please indicate vendor name (Who will be invoicing center for up to \$175 of services, pending approval?):

What is the total cost of the bus?

Do you need assistance obtaining an outside bus vendor? (Check one) YES NO

Administrator Signature

School administrator: _____ Date: _____