

FAMILY PARTNERSHIP CORRESPONDENCE SCHOOL

SHIPPING COST EXCEPTION REQUEST FORM

FPCS will cover up to 10% of the item's cost for shipping. If additional shipping costs are necessary, fill out this form and submit it to your Sponsor Teacher. Without this signed exception form, shipping over 10% may not be reimbursed.

Please provide a detailed explanation of why the shipping cost exceeds 10% and why it should be covered. For instance, if a used book costs less with shipping compared to a new book with free shipping, mention that below with example.

Student Name: _____

Subject/Course & Grade: _____

Item Description: _____

Cost: _____

Vendor: _____

Shipping Justification:

Approval Status:

☐ Approved

☐ Denied

Date: _____

FPCS Admin Notes:

Parent Signature: _____

Principal Signature: _____