

## **CFEF Appeal Policy for Denied Purchase Reimbursement Requests**

Parents or guardians who wish to appeal a denied reimbursement request through the Children First Education Fund (CFEF) may follow the steps outlined below:

**1. Review Eligible Expenses**

Ensure the denied purchase aligns with CFEF's guidelines for qualified educational expenses. These include educational items or materials, educational experiences, or education-related therapies that directly support the scholarship recipient's learning. Misuse of scholarship funds can result in forfeiture and liability for repayment.

[See full guidelines](#)

**2. Prepare Documentation**

Gather all relevant materials related to the denied purchase, including receipts, product descriptions, and a clear justification for its educational value. If the item cost more than \$1,000, ensure that pre-approval was requested, as required.

**3. Submit a Written Appeal**

Draft and submit a formal appeal letter including:

- Student's name and scholarship ID
- A detailed explanation of the denied purchase
- A justification explaining how the purchase qualifies under CFEF policy
- Supporting documentation (e.g., receipts, invoices, learning plans)

**4. Send the Appeal**

Submit the appeal to Executive Director, Ronnie Daniel by email at [ronnie@cfe-fund.org](mailto:ronnie@cfe-fund.org), or by mail at 5414 W. Daybreak Pkwy., C-4 PMB #433. South Jordan, UT 84009.. Keep copies of all submitted materials for your records.

**5. Board Review Panel Evaluation**

A panel of CFEF volunteer board members will review the appeal within 30 days. They will evaluate the request based on existing policy criteria, documentation provided, and any additional context offered in the appeal.

**6. Await Response**

Immediately following this review, CFEF will issue a written decision to the parent/guardian using the contact information provided. The decision of the panel will be considered final for the current program year.