

SWPBS SCHOOL REIMBURSEMENT PROCESS



School achieves fidelity in tier I or tier II or tier III



SWPBS Central Unit sends a school a letter acknowledging the achievement, confirming the eligibility for reimbursement and outlining the steps to claim reimbursement



School submits a **Reimbursement Application Form** along with requested supporting documents and an invoice to SWPBS Central Unit via email positive.behaviour@edumail.vic.gov.au



SWPBS Central Unit reviews submitted application form and supporting documents.



All requested information is provided - SWPBS Central Unit processes the invoice



Outstanding documents - SWPBS Central Unit follows up with a school



SWPBS Central Unit sends confirmation to a school that the claim has been finalised/paid