



Career Scholarship Account Spending Categories

CSA APPROVED SPENDING CATEGORIES

This list is **not exhaustive**; the Treasurer of State reserves the right under statute to approve items not listed. The eligible CSA provider must invoice the CSA student for the CSA transportation expense.

Approved Spending Categories listed in IC 20-51.4-2-3.8	Description
Tuition or fees at a qualified school and required textbooks at a qualified school	<p>A qualified school is defined as a private, public, or charter school located in Indiana serving K-12th grades.</p> <ul style="list-style-type: none"> A. Course(s) B. Application fee C. Enrollment fee D. Facility fee E. Lab fee F. Registration fee G. Required book or textbook fee H. Supply fee <i>Note: consumable items may be eligible for reimbursement with the CSA fund.</i> I. Tutoring fee J. Transportation
Curriculum	<p>A course of study for content areas or grade levels, including any supplemental education materials required or recommended by the curriculum, approved by the Indiana Department of Education other than technological devices.</p> <ul style="list-style-type: none"> • Curriculum and instructional content for CSA eligible course(s) • Training manual • Subscriptions to curriculum and/or video(s) • Activity or study guides
Career coaching and navigation services	<p>As described in IC 21-18-20</p> <ul style="list-style-type: none"> • Registration • Orientation • Career coaching, exploration, engagement, experience. • Criminal background check • Career/personality tests

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<p>Certification and credentialing examinations</p>	<p>Industry recognized credential aligned to student’s course, career course, modern youth apprenticeship, apprenticeship program.</p>
<p>Postsecondary institution and the purchase of required textbooks</p>	<p>As defined in IC 21-7-13-6(a) (1) A postsecondary educational institution that operates in Indiana and:</p> <p style="padding-left: 40px;">(A) provides an organized two (2) year or longer program of collegiate grade directly creditable toward a baccalaureate degree; (B) is either operated by the state or operated nonprofit; and (C) is accredited by a recognized regional accrediting agency</p> <p>CSA funds may be used for textbooks required by the university or college classes, but cannot be used for room and board, meals, meal plans, food, transportation, etc.</p>
<p>Transportation</p>	<p>The Career Scholarship Account may reimburse travel expenses up to \$625 of your CSA funds allocated to be used for transportation for CSA work-based learning program requirement if the student's CSA provider matches the transportation expense and the student provides proof of hardship. The amount for transportation may not exceed \$625 per school year. Eligible CSA provider must bill the CSA student for the CSA transportation expense(s). Policy CSA38a.</p> <p>Qualified expenses include:</p> <ul style="list-style-type: none"> • Driver Education • Operating Training Course(s) regulation 29 CRF 570.58 • Rideshare (Uber, Lyft, Taxi, etc.); • Bus service (school district bus, employer bus, etc.); • Public transportation (Citilink, IndyGo, Transpo, etc.).

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<p>Transportation Continued</p>	<p>Example: from school to employer; from employer to home.</p> <p>Excluded expenses include:</p> <ul style="list-style-type: none"> • Any expense that will be reimbursed from another source; • Any expense of a personal nature, Or • Any expense incurred by Parent/EES with their own personal funds. • Multi student - when two (2) or more students are traveling the same general route, the Scholarship Accounts Division requires that only one (1) reimbursement be submitted per vehicle. • Gas card • Mileage reimbursement
<p>Driver Education and Certification Operating Training Course and Certification</p>	<p>Driver education must be required by apprenticeship or internship as part of work-based learning experience and the student must prove hardship. The CSA student may use up to \$1,000 of an annual grant amount received for costs related to obtaining a driver's license.</p> <p>Eligible CSA provider must bill the CSA student for the CSA driver's education expense(s).</p> <ol style="list-style-type: none"> (1) Drivers Training Program <ul style="list-style-type: none"> • 30 hours of theoretical or online training, and • 6 hours of behind-the-wheel training (2) Forklift certification (3) CDL training/certification <ul style="list-style-type: none"> • Examination or a validation given by the bureau to operate or drive a motor vehicle as a vocation; or • Commercial motor vehicle.

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<p>Drivers Education Continued</p>	<p>Examination if a student fails to pass the examination, the student may retest but the CSA fund may not be used for subsequential tests.</p>
<p>Uniform</p>	<p>Uniforms must be purchased from or through a qualified school or CSA vendor that the school, employer, intermediary recommends or requires.</p> <ul style="list-style-type: none"> • Scrubs • Flame resistant welding jacket • Steel toe boots • Safety apparel
<p>Equipment</p>	<p>Equipment item(s) required for work-based learning apprenticeship/internship.</p> <p>Examples:</p> <p>Health Science Stethoscope, blood pressure cuff, isolation gowns, mask, gloves.</p> <p>Manufacturing/Construction/Architecture Safety glasses, welding gloves, steel toe boots, mask, toolbox with tools (chisel, clamps, punch, files, hand tools, wrench, hand driver, pliers, nut driver, mallets, gauge, level etc.)</p> <p>Education Teacher planner, printables, pocket charts, classroom management, hands-on learning, bulletin board set.</p> <p>Agriculture Gloves, safety glasses, earmuffs, steel toe boots, hand tools, shears, spade.</p> <p>Transportation/Automotive Safety equipment/uniform, drive socket set, welding rods, brake fluid, oils, torque wrench, mallet, pliers, flashlight, ratchet, wrenches, electrical tape, ignition spark tester, fuel pressure test kit.</p>

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<p>Equipment – Technology</p>	<p>Computer hardware and software used primarily for student apprenticeship or internship. IC 20-20-13-4.</p> <p>The CSA vendor owns the computer hardware. The student is charged a monthly or per semester rental fee that is allowable through CSA fund.</p> <p>Computer hardware and/or software must be purchased from or through a qualified school or CSA vendor that the school, employer, intermediary recommends or requires.</p> <p>Excluded expenses include:</p> <ul style="list-style-type: none"> • Personal hardware e.g., computer, tablet, laptop, etc. <p><i>Review disallowed spending categories.</i></p>
<p>Other Category Expenses</p>	<ul style="list-style-type: none"> • Criminal background check • Physical exam(s) • TB testing

NOTE: Many schools and/or providers charge expenses for items that by law, cannot be approved. As a result, expenses should be itemized. Please review [Disallowed Spending Categories](#), for additional information.

CSA DISALLOWED SPENDING CATEGORIES

This list is **not exhaustive**; the Treasurer of the State reserves the right under statute to disapprove items not listed.

A parent or emancipated student (EES) does not have the ability to invoice the CSA fund for expense reimbursement where a student or parent incurred these expenses.

Eligible CSA provider must bill the CSA student for the CSA transportation expense(s).

	Description
Transportation	<p>Excluded expenses include:</p> <ul style="list-style-type: none"> • Motor vehicle – purchase or lease • Motor vehicle insurance • Any expense that will be reimbursed from another source; • Any expense of a personal nature, Or • Any expense incurred by Parent/EES with their own personal funds. • Multi student - when two (2) or more students are traveling the same general route, the Scholarship Accounts Division requires that only one (1) reimbursement be submitted per vehicle. • Gas card • Mileage reimbursement
Uniform	<ul style="list-style-type: none"> • Cap and gown • Clothing and/or shoes not aligned to apprenticeship/internship requirement.
Equipment	<ul style="list-style-type: none"> • Computers, tablets, cell phones, hardware that is owned by the student. See allowable options for technology. • Desk
Other Category Expenses	<ul style="list-style-type: none"> • Late fees • Early withdrawal fees • Meal fees • Optional fees • Room and board fees for conferences, conventions

NOTE: Please review [Approved Spending Categories](#), for additional information.



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