Tuition Assistance Funding Request

How-To:

This packet shows samples of the documents needed for a funding request.

==If you have <u>not</u> paid for your tuition, textbooks or supplies, we need the following documents:==

1) A completed funding request form (pg. 2)
2) A program plan and a copy of your registration (pg. 3-4)
3) A page listing required textbooks and/or supplies OR a syllabus (pg. 5-6)
4) An unofficial transcript/final term grades (pg. 7)

==If you have <u>paid</u> for your tuition, textbooks or supplies, we also need a receipt or proof of payment:==

5) Examples of proofs of payment (pg. 9 – 13)

SEIU Healthcare 1199NW Multi-Employer Training Fund

FUNDING REQUEST FORM FOR EDUCATION BENEFITS

Return by one of the following methods:
Fax: 425.255.0347   Email: members@healthcareerfund.org
Mail: 15 S Grady Way, Suite 321, Renton, WA 98057

MEMBER INFORMATION - To be completed by member

Please note - your funding request will be processed as a voucher that you submit to your school if you have not already paid or as a direct reimbursement if you have already paid for the educational expenses listed below.

1) Name: Terry Poe

2) Phone: 206 - 321 - 6789

3) Mailing Address: 123 Fake St, Spanaway, WA, 98168

4) Email: terry.poe@fake.com

5) Employer: UW: Valley Medical Center

6) Academic Program: Nursing Pre-requisites

7) FTE: .9

8) Anticipated Program Completion Date: Spring 2020

9) School Name: Bellevue College

10) Funding Expenses For:

[N] Tuition   [N] Required Books   [N] Required Supplies

11) Amount Requested For:

Tuition: $ 1100.00   Required Supplies: $ 200.00

12) [ ] Winter [ ] Spring [ ] Summer [N] Fall   13) Year: 2016

Required Books: $ 350.00

14) Required Attachments:

[N] **Class / Program Requirements, if not already on file at the Training Fund - standard online prinout for your class/program**

[N] **Proof of course registration** - which must include enrollment evidence for the individual classes you are seeking funding for and the cost of those classes

[N] **Proof that any books or supplies you are seeking funding for are required for your class / program** (i.e.: course syllabus or bookstore printout)

[N] **Proof of payment for any tuition expenses and/or required books/supplies** (if seeking direct reimbursement)

[N] **Prior quarter grades/unofficial transcript** (if applicable)

*By signing this form I fully approve the Training Fund to issue funding on my behalf. **I certify that I do not have a written corective action on file with my employer for the previous one year period and I understand that my corrective action status is subject to verification by the Training Fund.** Under penalty of perjury, I state that the information provided herein is correct and that I have incurred the educational expenses above. I understand that either I am required to sign the completed voucher and submit it to my school - **OR** - the check issued on my behalf will be mailed via USPS to the above listed address, unless indicated below that it will be picked up.

15) Member Signature: Terry Poe   Date: 6/15/

[ ] Check if you would like the Fund to retain your voucher/check for pick-up at the Renton office.

IMPORTANT: Please include all required attachments. Incomplete requests cannot be processed. All materials must be clear and readable. Staff will request resubmission of any material that cannot be read.

Pg. 2

BELLEVUE COLLEGE

Health Unit Coordinator 2014-2015
Certificate of Achievement

Student Name: **Terry Poe**   SID: **900 - 00 - 0000**

Courses may be subject to prerequisites and minimum grade requirements.
Check online at www.bellevuecollege.edu/classes/all/

NOTE: Successful planning for this certificate is best done with an advisor or the Program Director.

The transferability of certificates or courses from other institutions is **not guaranteed** and must meet the applicable transfer guidelines of Bellevue College. Transferability will be evaluated on a case-by-case basis.

Program Requirements			Requested Substitution / Transfer					
Course	Course Title	Credits	College/University	Course	Credits	Grade	Quarter	Year
AHE 100	Introduction to Healthcare	5						
AHE 110	Medical Terminology	5						
AHE 120	Safety for Healthcare	2						
AHE 130	Human Systems	5						
AHE 140	Professional Relationships in Healthcare	5						
HLTH 145	Wellness for Healthcare	3						
AHEA 100	Medical Law and Ethics	3						
AHEA 102	Introduction to Medical Administration	5						
AHEA 104	Introduction to Billing and Coding	5						
AHEA 106	Medical Computer Systems	5						
AHEA 110	Health Unit Coordinator I	5						
AHEA 112	Health Unit Coordinator Ii	5						
AHEA 118	Health Unit Coordinator Practicum	5						
BTS 104	Keyboarding Review & Speed Building	1						
BTS 161	Business Software Essentials	5						
Total		64						

Please **complete this form prior to meeting with the Program Director for signature**. Completed form must be submitted to the Evaluations/Graduation Office when applying for graduation.

Program Director: **Jane Smith**   Date: **6/15/2016**

DESCRIPTION

This health professional is responsible for maintaining and supporting a healthcare facility. Their duties include setting up hospital admittance charts, performing data entry, ordering lab tests and x-rays, transcribing physician orders, maintaining patient records, and managing facility communications.

STAYING ON TRACK

Use Degree Audit to track your progress toward completion of this certificate at http://bellevuecollege.edu/degreeaudit/ Please refer to bellevuecollege.edu/programs/degrees/ for latest degree updates and further information.

GRADUATION APPLICATION

Students must apply for graduation. Submit your graduation application form prior to the end of the final quarter. Applications are available at https://www.bellevuecollege.edu/enrollment/graduation/apply/applications/certificate.html, and at the Enrollment and Registrar Services desk located in the Student Services building. Submit application to Enrollment and Registrar Services on the first floor of the Student Services Building.

PROGRAM CONTACT INFORMATION

http://www.bellevuecollege.edu/ahe/directory/

Pg. 3

Proof of Course Registration

Student Information

MON, APR 15, 2013   RENTON TECHNICAL COLLEGE   TERM: Fall 2016
STUDENT SCHEDULE

SID: 850-00-0000
① Jane Smith   Day Phone: 650-000-0001
1234 1st Ave SW   Evening Phone: 650-000-0002
Seattle, WA, 98101

Citizen: Y   Vet Status:
Residency Status: 1 RESIDENT   Fee Pay Status: 01 RESIDENT
Program: Intent: B ACADEMIC TRANSFER
Advisor: Adv Phone: Bldg/Room:

② Course ID: BIOL 105   Title: INTRO TO A & P
Section: ONL   Item: W434   Units: 5.0
Bldg/Room: ON LINE   Days: ARRANGED   Instructor: STOVER C
Start Time: ARR   End Time: ARR
Start Date: 04/08/13   End Date: 06/27/13
Grade: Fee Pay: Class Fee: 40.00

TOTAL CREDITS   5.0

TUITION CHARGES .. 521.30   PRIOR PAYMENTS ... 0.00
FEE CHARGES....... 75.00   COVERED BY FINAID 0.00
③ TOTAL CHARGES .... 596.30   TOTAL PAYMENTS.... 0.00
    TOTAL DUE 596.30

When submitting a funding request you'll need a copy of your registration. Above is an example of a registration document with:

    1) A name and student ID
    2) An itemized description of the course
    3) Cost of the course

If you are receiving Financial Aid please talk to your Case Manager about funding options.

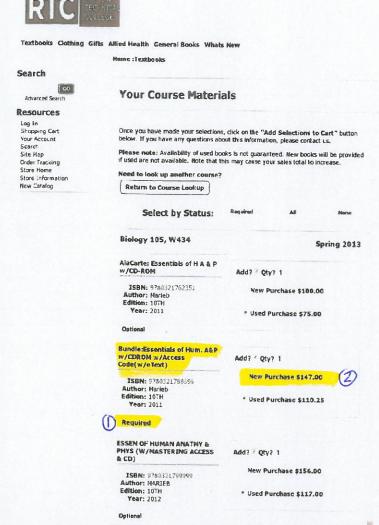# Proof that the textbooks/supplies are required-Option 1

RTC RENTON TECHNICAL COLLEGE

Textbooks Clothing Gifts Allied Health General Books Whats New

Home : Textbooks

Search

[GO]

Advanced Search

Resources

Log In
Shopping Cart
Your Account
Search
Site Map
Order Tracking
Store Home
Store Information
New Catalog

Shopping Cart

Your shopping cart is empty.

Checkout

Your Course Materials

Once you have made your selections, click on the "Add Selections to Cart" button below. If you have any questions about this information, please contact us.

Please note: Availability of used books is not guaranteed. New books will be provided if used are not available. Note that this may cause your sales total to increase.

Need to look up another course?

[Return to Course Lookup]

Select by Status: Required   All   None

Biology 105, W434   **Spring 2013**

AlaCarte: Essentials of H A & P w/CD-ROM   Add? Qty? 1

    ISBN: 9780321762351   New Purchase $100.00
    Author: Marieb
    Edition: 10TH
    Year: 2011   ° Used Purchase $75.00

Optional

Bundle:Essentials of Hum. A&P w/CDROM w/Access Code(w/eText)   Add? Qty? 1

    ISBN: 9780321788696   New Purchase $147.00 ②
    Author: Marieb
    Edition: 10TH
    Year: 2011   ° Used Purchase $110.25

① **Required**

ESSEN OF HUMAN ANATMY & PHYS (W/MASTERING ACCESS & CD)   Add? Qty? 1

    ISBN: 9780321799999   New Purchase $156.00
    Author: MARIEB
    Edition: 10TH
    Year: 2012   ° Used Purchase $117.00

Optional

Only required textbooks or supplies can be funded. As you can see above, not every book or supply is listed as required. Some items available through the bookstore may not be eligible for Tuition Assistance. This page is an example of an online college bookstore listing. It has two important items:

    1) It lists whether the books are required or optional

    2) It lists a price for the books

Every item in a funding request must be listed as required and show a price

Proof that the textbooks/supplies are required-Option 2

HUMAN ANATOMY AND PHYSIOLOGY II
BIOL&242.H09 Winter Quarter 2015

I. Instructor Information: Dr. Hugo Alamillo
Phone: 206-934-4572
E-mail: hugo.alamillo@seattlecolleges.edu or via Canvas
Office: 2322A Math & Sciences (IB Building) Office Hours: **MW 5-6:00pm; by appointment**

Class Sessions: **Tue**: 6:00-9:50pm HS2637A

II. Course Description:
A study of the endocrine, blood, cardiac, vascular, ly[...]
and reproductive systems of the human body. This is[...]

- Course file-repository:
  Check your Canvas shell

> If you have already paid for your textbooks, you can submit a copy of your syllabus along with a receipt, as proof that the book or supply is required.

III. Required Textbook and Lab Manual

- *Human Anatomy and Physiology*, 9th Edition, Elaine N. Marieb & Katja Hoehn, Pearson/Benjamin Cummings, 2013. ISBN NUMBER 1-256-84085-8
- *Human Anatomy and Physiology Laboratory Manual* 10th Edition. Elaine N. Marieb, Susan J. Mitchell, & Lori A. Smith, Pearson/Benjamin Cummings. ISBN number 0-321-82751-1

IV. Recommended Texts
- **Study Guide for Human Anatomy and Physiology*, Eighth Ed., Elaine N. Marieb & Katja Hoehn, Pearson Benjamin Cummings, 2007.
- **An Atlas of Histology*, Shu-Xin Zhang, Springer-Verlig.
- *The Anatomy Coloring Book*, Wynn Kapit and Lawrence M. Elson, Harper & Row, 1977.
- *The Physiology Coloring Book*, Wynn Kapit, Robert I. Macey, and Lawrence M. Elson, Harper & Row, 1987.

V. Learning Outcomes:
This course is an introductory anatomy and physiology course dealing with the terminology and functioning of the human body. After completing this course, students will be able to:

A. Know the anatomical terminology used in describing the whole body and selected organ systems.
B. Understand the process of Homeostasis
C. Understand the relationships between cells, tissues, organs, systems and the organism.
D. Understand the basic chemistry of the cell and the human body.
E. Know the anatomy (micro- and macro-) and understand the physiology of the following systems:
1. Endocrine
2. Blood
3. Cardiac

1

Unofficial Transcript or Prior Term Grades

This is an example of an unofficial student transcript. All members **must** submit their most current grades with their funding request.

```
TUE, JUL 08, 2014                          RENTON TECHNICAL COLLEGE
                                            Unofficial Student Transcript
   Jane Smith
   123 1st Ave, Seattle, WA

TERM      COURSE ID          --------- TITLE ---------      GRADE      CREDITS

          A COURSE WITH "&" IS COMMON AMONG
          WASHINGTON STATE COMM & TECH COLLEGES
          WITH THE SAME COURSE.

WIN13     CDME  120         7-HOUR HIV/AIDS TRAINING          NG         0.0
          ENGL& 101         ENGLISH COMPOSITION I            4.0         5.0

Qtrly:    Gpa Cr  5.0  Cr Earn  5.0  P/S Cr  0.0  Grpts  20.0  GPA 4.00

SPR13     CHEM& 121         INTRO TO CHEMISTRY               4.0         5.0
          MATH& 146         STATISTICS                       4.0         5.0

Qtrly:    Gpa Cr  10.0  Cr Earn  10.0  P/S Cr  0.0  Grpts  40.0  GPA 4.00

SUM13     BIOL& 260         MICROBIOLOGY                     4.0         5.0
          NUTR& 101         NUTRITION                        4.0         5.0

Qtrly:    Gpa Cr  10.0  Cr Earn  10.0  P/S Cr  0.0  Grpts  40.0  GPA 4.00

FAL13     BIOL& 241         Human A & P 1                    4.0         6.0
          PSYC& 200         LIFESPAN PSYCHOLOGY              4.0         5.0




Qtrly:    Gpa Cr  11.0  Cr Earn  11.0  P/S Cr  0.0  Grpts  44.0  GPA 4.00

Cum:      Gpa Cr  47.0  Cr Earn  47.0  P/S Cr  0.0  Grpts  188.0  GPA 4.00
Clvl:     Gpa Cr  47.0  Cr Earn  47.0  P/S Cr  0.0  Grpts  188.0  GPA 4.00
```

Return to Main Menu

If this is the first time you are using Tuition Assistance, we don't need your grades. Grades are required only for quarters/terms that the Training Fund has already paid for!

If you have already paid for your educational expenses you will need to provide proof of payment

The following are examples of common receipts and proofs of payment for educational expenses:

a) Washington State Community College registration (pg. 9)

b) Common university or college tuition invoice (pg. 10)

c) A receipt for textbooks with a member's name (pg.11)

d) A receipt for textbooks without a member's name and accompanying documentation (pg. 11-12)

e) A receipt from an online vendor (pg. 13)

Proof of Payment for tuition in the Washington State Community College System

Student Information

MON, APR 15, 2013   RENTON TECHNICAL COLLEGE   TERM: Winter 2013
STUDENT SCHEDULE

SID:850-00-0000
Jane Smith
1234 1st Ave SW
Seattle, WA, 98101

Day Phone: 650-000-0001
Evening Phone: 650-000-0002

Citizen: Y   Vet Status:
Residency Status: 1 RESIDENT   Fee Pay Status: 01 RESIDENT
Program: Intent: B ACADEMIC TRANSFER
Advisor: Adv Phone: Bldg/Room:

Course ID: BIOL 105   Title: INTRO TO A & P
Section: ONL   Item: W434   Units: 5.0
Bldg/Room: ON LINE   Days: ARRANGED   Instructor: STOVER C
Start Time: ARR   End Time: ARR
Start Date: 04/08/13   End Date: 06/27/13
Grade: Fee Pay: Class Fee: 40.00

```
     TOTAL CREDITS    5.0

     TUITION CHARGES ..   521.30      PRIOR PAYMENTS ...   596.30
     FEE CHARGES.......    75.00      COVERED BY FINAID      .00

     TOTAL CHARGES ....   596.30      TOTAL PAYMENTS....   596.30
                                      TOTAL DUE  ........     .00
```
②

If you have paid for tuition at a college in the Washington State Community College System, you can use a copy of your registration as proof of payment but <u>only</u> if shows you have paid.

1) Above is an example of a registration document with the course information
2) See the highlighted sections above that show proof of payment.

Common proof of payment at non-Washington State Public and Community College System

Terry Poe SID: 900-00-0000
June 15th 2015

Transactions are summarized by quarter and by transaction type. Example: all check payments for the same quarter are added together and displayed on one line. Refer to your Account Detail for individual transaction details.

If you have a credit (negative) balance, see our Credit Balance page for processing details.

To make payments

- online click here (applied next business day)
- by mail, click here for our address. (please allow several days to process)

Missing financial aid, and it is past the start of the quarter?

- check for outstanding requirements
- contact Student Financial Services with questions

Your account must be in good standing to register! Review your Administrative/Registration Holds here.

What is due when? *Some ch*
check your most recent accoun

- the last billed amount du
- the due date (usually the

Link to: View Invoices and Pay

> Many colleges will separate their registration from their proof of payment for tuition. If you have paid for your tuition you will need to print out your school's tuition proof of payment.

Summary

Account Balance:	$3,220.00		

Summer 2015

Description	Charge	Payment	Balance
RNB Program Tuition Sum - TF	$3,143.00		$3,143.00
Comprehensive Nursing Test Fee	$35.00		$35.00
Technology Fee	$42.00		$42.00
Term Charges:	$3,220.00		
Term Credits and Payments:	$0.00		
Term Balance:	$3,220.00		

Spring 2015

Description	Charge	Payment	Balance
RNB Program Tuition Spr - TF	$1,720.00		$0.00

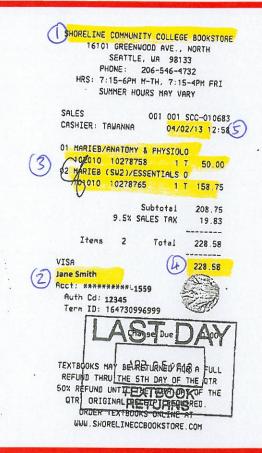https://banweb.spu.edu/pls/prod/bwskoeee-P-ViewAcct

> This document is called a variety of things by different schools (student invoice/term bill/account summary are all common). Ask your Case Manager or MSR for help if you are having difficulty tracking it down.

Receipt for a purchase with a member's name

Vendors provide many types of receipts. If your receipt has these **five** things (see example below) we can accept a scanned or faxed copy:

1) A vendor name (the bookstore in this case)
2) Your name (Jane Smith)
3) Itemized expenses (books and taxes)
4) Dollar amount paid
5) Date of purchase/payment

```
      ① SHORELINE COMMUNITY COLLEGE BOOKSTORE
          16101 GREENWOOD AVE., NORTH
               SEATTLE, WA  98133
          PHONE:   206-546-4732
        HRS: 7:15-6PM M-TH, 7:15-4PM FRI
             SUMMER HOURS MAY VARY

   SALES              001 001 SCC-010683
   CASHIER: TAWANNA      04/02/13 12:58 ⑤

   01 MARIEB/ANATOMY & PHYSIOLO
   ③ 02010  10278758     1 T    50.00
   02 MARIEB (SW2)/ESSENTIALS O
      01010  10278765     1 T   158.75

                  Subtotal     208.75
             9.5% SALES TAX      19.83
                             ---------
       Items    2    Total     228.58
                             ---------
   VISA                   ④    228.58
   ② Jane Smith
   Acct: ***********1559
   Auth Cd: 12345
   Term ID: 164730996999

   LAST DAY
   Charge Due

   TEXTBOOKS MAY BE RETURNED FOR A FULL
   REFUND THRU THE 5TH DAY OF THE QTR
   50% REFUND UNTIL          OF THE
   QTR  ORIGINAL          REQUIRED.
   ORDER TEXTBOOKS ONLINE AT
   WWW.SHORELINECCBOOKSTORE.COM
```

If the vendor you purchased textbooks or supplies from gives you a receipt that lacks the five things above you'll have to do one of two things:
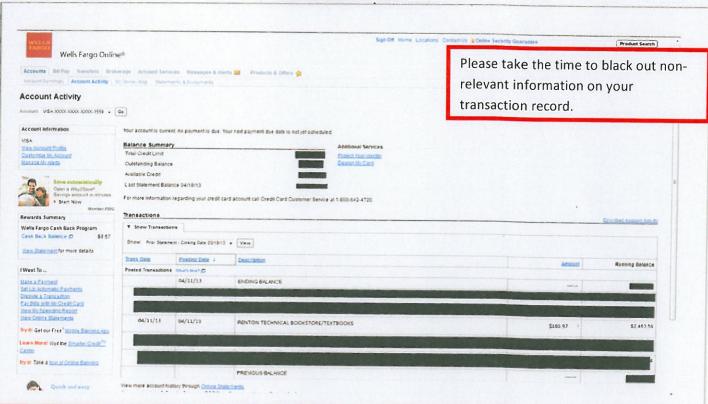1) Bring/Send in the original receipt to the office for us to keep or make a copy

OR

2) Provide additional documents, like the examples on the following pages.

Receipts without Names or Itemized Expenses

This receipt doesn't have a name printed on it. This is a common receipt from most of our vendors. It has to be paired with a transaction record (see below) or other proof of payment with your name on it. <u>Keep in mind, if you bring us the original, no additional documents are needed.</u>

```
****************************************
RENTON TECHNICAL COLLEGE BOOKSTORE
PHONE: 425-235-2323
WWW.BOOKSTORE.RTC.EDU
<-> <-> <->
RECEIPT REQUIRED FOR RETURNS
AND EXCHANGES
****************************************
SALE-
04-11-13 13:22
REG#11 TRAN#5838  CSHR#253


BUNDLE-ESSENTIALS OF HUM
9780321788696          147.00
SUBTOTAL             $147.00
TAX 9.500%            13.97
TOTAL               $160.97
Visa                 160.97
ACCOUNT # XXXXXXXXXXXX-1559
APPROVAL CODE: 182238
CHANGE DUE           $0.00
```

Please take the time to black out non-relevant information on your transaction record.

This transaction record is missing an itemized description of what was purchased. It needs to be paired with a receipt that has an itemized description of your purchase, like in the example above.

Proof of payment for an online retailer

amazon.com

— OK TO ACCEPT —

Final Details for Order 111-45-6899900004-2
Print this page for your records.

Order Placed: January 2, 2013
Amazon.com order number: 111-45-6899900004-2
Order Total: $30.99

① **Shipped on January 3, 2013**

Items Ordered   **Price**
③ 1 of: *Concept Mapping: A Critical-Thinking Approach to Care Planning*, Dr $24.55
Pamela Schuster
Condition: New
Sold by: Amazon.com LLC

Shipping Address: Item(s) Subtotal: $24.55
                                               Shipping & Handling: $3.99
Jane Smith   -----
1234 1st Ave SW   Total before tax: $28.54
Seattle, WA, 98101   Sales Tax: $2.45

Shipping Speed: Total for This Shipment:$30.99
Standard Shipping   -----

Payment Information

Payment Method   Item(s) Subtotal: $24.55
Visa | Last digits: ·1559   Shipping & Handling: $3.99

Billing address   Total before tax: $28.54
                                               Estimated tax to be collected: $2.45
② Jane Smith   -----
1234 1st Ave SW   Grand Total:$30.99
Seattle, WA,

To view the status of your order, return to Order Summary.

Please note: This is not a VAT invoice.

Conditions of Use | Privacy Notice © 1996-2013, Amazon.com, Inc. or its affiliates

Receipts from online vendors (Amazon, transcript evaluators, etc.) typically have all the information we need to reimburse you. Just make sure that you have the three following highlighted items:

1) Proof it was shipped/sent to you
2) Proof that you or an authorized party was billed for it
3) Name of item ordered and cost

https://www.a   1/8/2013