Tuition Assistance Funding Request

How-To:

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

If you have **not** 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 **paid** for your tuition, textbooks or supplies, we also need a receipt or proof of payment:

5) Examples of proofs of payment (pg. 9 – 13)
**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: | |
| [] Tuition | [] Required Books | [] Required Supplies |
| 11) Amount Requested For: | |
| Tuition: | $1100.00 |
| Required Books: | $200.00 |
| Required Supplies: | $350.00 |
| 12) [ ] Winter [ ] Spring [ ] Summer [ ] Fall |
| 13) Year: | 2016 |

14) Required Attachments:

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

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

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

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

[ ] 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 corrective 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: [Signature] 
   Date: 6/15/1

[ ] 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.
**Program Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHE 100</td>
<td>Introduction to Healthcare</td>
<td>5</td>
</tr>
<tr>
<td>AHE 110</td>
<td>Medical Terminology</td>
<td>5</td>
</tr>
<tr>
<td>AHE 120</td>
<td>Safety for Healthcare</td>
<td>2</td>
</tr>
<tr>
<td>AHE 130</td>
<td>Human Systems</td>
<td>5</td>
</tr>
<tr>
<td>AHE 140</td>
<td>Professional Relationships in Healthcare</td>
<td>5</td>
</tr>
<tr>
<td>HLTH 145</td>
<td>Wellness for Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>AHEA 100</td>
<td>Medical Law and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>AHEA 102</td>
<td>Introduction to Medical Administration</td>
<td>5</td>
</tr>
<tr>
<td>AHEA 104</td>
<td>Introduction to Billing and Coding</td>
<td>5</td>
</tr>
<tr>
<td>AHEA 106</td>
<td>Medical Computer Systems</td>
<td>5</td>
</tr>
<tr>
<td>AHEA 110</td>
<td>Health Unit Coordinator I</td>
<td>5</td>
</tr>
<tr>
<td>AHEA 112</td>
<td>Health Unit Coordinator II</td>
<td>5</td>
</tr>
<tr>
<td>AHEA 318</td>
<td>Health Unit Coordinator Practicum</td>
<td>5</td>
</tr>
<tr>
<td>BTS 104</td>
<td>Keyboarding Review &amp; Speed Building</td>
<td>1</td>
</tr>
<tr>
<td>BTS 161</td>
<td>Business Software Essentials</td>
<td>5</td>
</tr>
</tbody>
</table>

| Total    | 64 |

**Requested Substitution / Transfer**

<table>
<thead>
<tr>
<th>College/University</th>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Quarter</th>
<th>Year</th>
</tr>
</thead>
</table>

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 http://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/
Proof of Course Registration

Student Information

MON, APR 15, 2013

RENTON TECHNICAL COLLEGE

STUDENT SCHEDULE

TERM: Fall 2016

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

City: Smith
1234 1st Ave SW
Seattle, WA, 98101

Citizen: Y
Residency Status: 1 RESIDENT

Program:
Advisor:

Course ID: BION 105
Title: INTRO TO A & P

Section: OGL Item: W434
Bldg/Rm: 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:

TOTAL CREDITS 3.0
TUITION CHARGES . . 521.30
FEE CHARGES . . . . . . 75.00
TOTAL CHARGES . . . . . 596.30
PRIOR PAYMENTS . . . . 0.00
COVERED BY FINAID . . . 0.00
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.
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**.
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.
This is an example of an unofficial student transcript. All members must submit their most current grades with their funding request.

<table>
<thead>
<tr>
<th>TERM</th>
<th>COURSE NO</th>
<th>COURSE NAME</th>
<th>GRADE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WINTER</td>
<td>CME 120</td>
<td>HIV/AIDS TRAINING</td>
<td>NG</td>
<td>0.0</td>
</tr>
<tr>
<td></td>
<td>ENGL 301</td>
<td>ENGLISH COMPOSITION II</td>
<td>4.0</td>
<td>5.0</td>
</tr>
<tr>
<td></td>
<td>Qnly:</td>
<td>GPA Cr 5.0 Cr Earn 5.0 P/S Cr 0.0 Grpts 20.0 GPA 4.00</td>
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<td></td>
</tr>
<tr>
<td>SPRING</td>
<td>CHEM 151</td>
<td>INTRO TO CHEMISTRY</td>
<td>4.0</td>
<td>5.0</td>
</tr>
<tr>
<td></td>
<td>MATH 146</td>
<td>STATISTICS</td>
<td>4.0</td>
<td>5.0</td>
</tr>
<tr>
<td>Qnly:</td>
<td>GPA Cr 10.0 Cr Earn 10.0 P/S Cr 0.0 Grpts 40.0 GPA 4.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUMMER</td>
<td>BIO 260</td>
<td>MICROBIOLOGY</td>
<td>4.0</td>
<td>5.0</td>
</tr>
<tr>
<td></td>
<td>NURS 101</td>
<td>NUTRITION</td>
<td>4.0</td>
<td>5.0</td>
</tr>
<tr>
<td>Qnly:</td>
<td>GPA Cr 10.0 Cr Earn 10.0 P/S Cr 0.0 Grpts 40.0 GPA 4.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FALL</td>
<td>BIO 241</td>
<td>HUMAN A &amp; P I</td>
<td>4.0</td>
<td>5.0</td>
</tr>
<tr>
<td></td>
<td>KHEA 260</td>
<td>LIFESPAN PSYCHOLOGY</td>
<td>4.0</td>
<td>5.0</td>
</tr>
<tr>
<td>Qnly:</td>
<td>GPA Cr 13.0 Cr Earn 13.0 P/S Cr 0.0 Grpts 44.0 GPA 4.00</td>
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</tr>
<tr>
<td>CON</td>
<td>GPA Cr 47.0 Cr Earn 47.0 P/S Cr 0.0 Grpts 188.0 GPA 4.00</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>GLV</td>
<td>GPA Cr 47.0 Cr Earn 47.0 P/S Cr 0.0 Grpts 188.0 GPA 4.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
SID: #510 00 0000  STUDENT SCHEDULE  TERM: Winter 2013
Jane Smith
Day Phone: 650-000-0001
1234 1st Ave SW
Evening Phone: 650-000-0002
Seattle, WA, 98101
Residency Status: 1 RESIDENT
Fee Pay Status: 01 RESIDENT
Program:
Invent: A ACADMIC TRANSFER
Advisor:
Adr Phone:
Bldg/Room:
The following is a list of courses for which the student has paid tuition:

Course ID: BIO1 105  Title: INTRO TO A & P
Section: ORL  Item: NW14
Bldg/Room: ON LINE  Days: ARRANGED
Start Time: ARR  Instructor: STOPPER C
End Time: End Date: 06/27/13
Start Date: 04/08/13 Fee Pay: Class Fee: 40.00
Grade: 
TOTAL CREDI 5.0

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

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 only 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 check your most recent account balance:
- the last billed amount due
- the due date (usually the 10th of the month)

Link to: View Invoices and Pay

Summary
Account Balance: $3,200.00

<table>
<thead>
<tr>
<th>Summer 2015 Description</th>
<th>Charge</th>
<th>Payment</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN8 Program Tuition Sum.</td>
<td>$5,143.00</td>
<td>$3,143.00</td>
<td></td>
</tr>
<tr>
<td>Comprehensive Nursing Test Fee</td>
<td>$50.00</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$42.00</td>
<td>$42.00</td>
<td></td>
</tr>
<tr>
<td>Term Charges:</td>
<td>$3,220.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term Credits and Payments:</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term Balance:</td>
<td>$3,220.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring 2018 Description</th>
<th>Charge</th>
<th>Payment</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN8 Program Tuition Sum:</td>
<td>$1,720.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term Balance:</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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. Keep in mind, if you bring us the original, no additional documents are needed.

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

Final Details for Order 111-45-68999000004-2
Print this page for your records.

Order Placed: January 2, 2013
Amazon.com order number: 111-45-68999000004-2
Order Total: $30.99

1 Shipped on January 3, 2013

Items Ordered

1 of: Concept Mapping: A Critical-Thinking Approach to Care Planning, 3rd Edition
Pamela Schuster
Condition: New
Sold by: Amazon.com LLC

Shipping Address:
Jane Smith
1234 1st Ave SW
Seattle, WA, 98101

Shipping Speed:
Standard Shipping

Payment Information

Payment Method:
Visa | Last digits: 61559
Billing address
Jane Smith
1234 1st Ave SW
Seattle, WA

Item(s) Subtotal: $24.55
Shipping & Handling: $3.99
Total before tax: $28.54
Sales Tax: $2.45
Total for This Shipment: $30.99

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

Please note: This is not a VAT invoice.

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.amazon.com
1/8/2013