

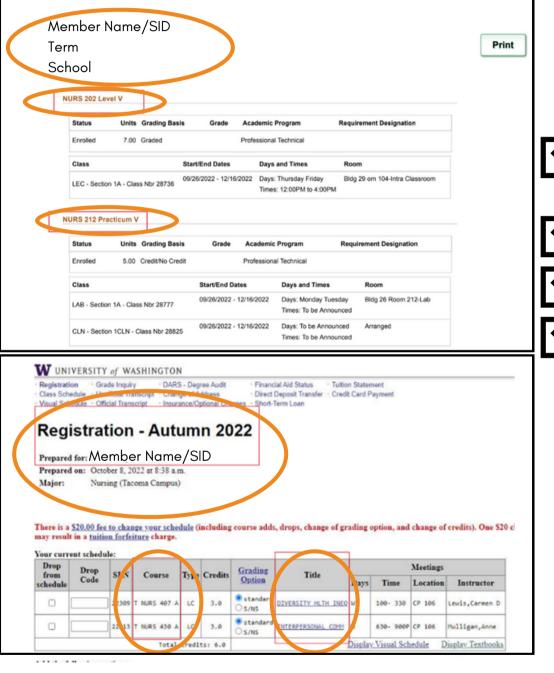
Your Guide to Tuition Assistance Reimbursement

How reimbursement works:

Member pays school	Member submits funding request to Training Fund reimbursement provided for preapproved programs and schools	Training Fund reimburses member checks sent within 30 days of receiving all supporting documentation
ensuring the	at the items listed unde	e following documents, erneath are included: Unofficial Transcript
☐ Member No ☐ Student ID ☐ List of Clas	ame # (SID)	 □ School Name, Term, and Tear □ Member Name/SID □ Courses/Grades
□ Book/supp on the clas □ Proof of Bo □ Receipt of □ Shipping C □ Must be recoptional	lies match the classes s schedule oks/Supplies Cost	Proof of Tuition Cost & Reimbursement Amount School Name, Term, and Year Member Name Proof of Account Balance (itemized breakdown of fees, payments, financial aid, etc.) Receipt of Payment or Proof of Disbursement
		ide in addition to the items listed above. al transcript. For ctcLink schools, we will Report.

ctcLink Walkthrough | ctcLink Help by College | Tuition Assistance Process Video





Requirements:

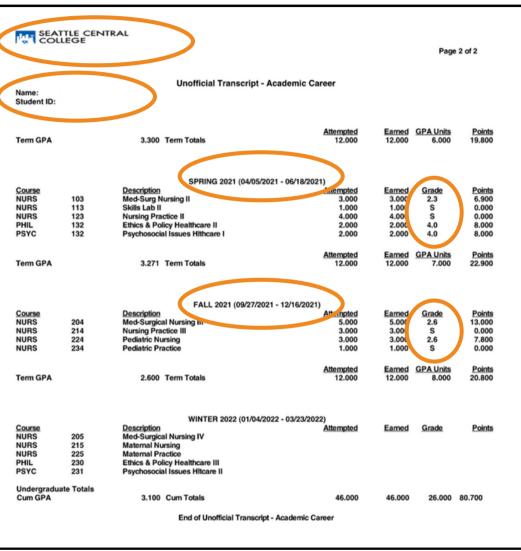






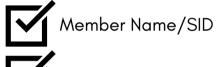






Requirements:





Courses/Grades

Reminders

- 1. Unofficial transcripts are not required for First Time Funders.
- 2. For this document, **you only need to provide unofficial transcripts**. These should be FREE and easy to access through your school's online portal. Official transcripts are not necessary for the tuition assistance application.



If you wish to be reimbursed for your books/supplies, you must additionally **supply a receipt of**purchase that includes the date of the purchase and your name.

In-Person Book Store



Keep your **physical receipt** with you after your purchase.

Take a **photo** of the receipt or use a scanner to **scan** an image of the receipt onto your computer.

You can also ask the book store if they are able to email you a digital receipt.



Online Book Store



After you purchase your books/supplies, you should receive a **digital** receipt via email.

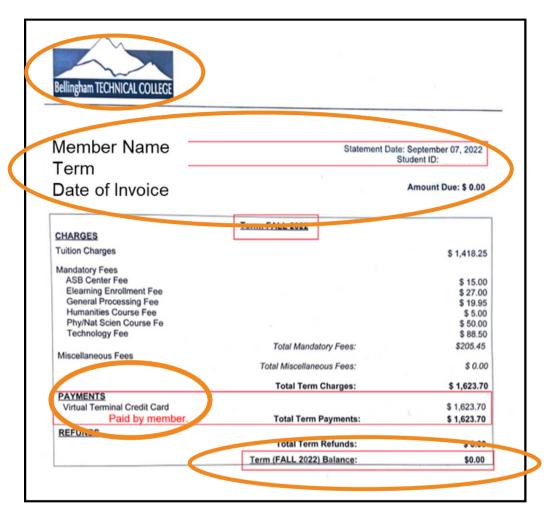
Because we have to confirm that you will receive the books we are funding we require you to also send the shipping confirmation for the order.



Requirements:

- ☐ Book/supplies match the classes on the class schedule
- ☐ Proof of Books/Supplies Cost
- □ Receipt of Payment
- ☐ Shipping Confirmation
- Must be required, recommended or optional
 (according to course requirements)

Proof of Tuition Cost & Reimbursement Amount



Requirements:

- School Name, Term, Year
- Member Name
- Proof of Account Balance
- Receipt of Payment or Proof of Disbursement

Reminders

- 1. For reimbursement, the member name, term, and date of invoice **must** be on the summary of charges. If you attend a ctcLink school, you will need to get an invoice from your cashier's office.
- 2. School name **must** be listed on the proof of tuition.
- 3. Proof of tuition must show a payment was made for reimbursement.

Advisement Report (Required only for ctcLink Schools)

Page 1 of 1 **Advisement Report** For Member Name prepared on 06/06/2022 Requested by Member Name Requirement Term Requirement Status Program **Undergraduate Career FALL 2022** Satisfied **Professional Technical Program FALL 2022** Satisfied **FALL 2022** Satisfied Registered Nurse AAS-T Major **Course History** Title Units 5.00 Subject CHEM& Catalog Nbr Type Page 1 of 1 Advisement Report For Member Name prepared on 09/23/2021 Requested by Member Name Requirement Status **Program** Requirement Term **Undergraduate Career** FALL 2021 Satisfied **FALL 2021** Satisfied **Professional Technical Program FALL 2021** Satisfied Associate in Nursing Major Course History Units Subject Catalog Nbr Grade Term Type 2021 FALL General Cell Biology BIOL& 5.00 2021 FALL CHEM& Intro to Inorganic Chemistry