

## Spring 2024 Community College Reimbursement Instructions

To remove financial barriers for West Campus students pursuing community college classes, site leadership is offering a reimbursement of up to \$100.

1. Complete [this](#) form (hard copies available in the counseling office)
2. Attach original receipts
3. Return the completed form to your counselor and verify all requirements are met.
4. Checks will be mailed to the purchaser within a month of the request.

### FAQ

**Who is the purchaser?** The person whose name is on the credit card used to complete the purchase.

**What can I be reimbursed for?** We accept reimbursement requests for Universal transportation fees and textbooks up to \$100.

**Where do I return my completed form?** Return your completed form with the original receipts to your counselor.

**When is the reimbursement due?** April 1st