

## CREDIT COURSE ASSISTANCE REIMBURSEMENT REQUEST

First Name	Last Name	Datatel ID	Routing Code
Division	Position	Extension	Today's Date
Course Number	Course Title	Final Grade	

**Actual Expenses:**

Tuition	
Compulsory Fees	
Textbooks	
<b>*TOTAL</b>	

**In order to request reimbursement, you must have completed and received approval on the foundation tuition Assistance form (TTC Form # T2-4) prior to registering for the course.**

Please complete this reimbursement form within thirty (30) days after completion of course. Attach a transcript showing your final grade AND a receipt showing cost of tuition, books and fees.

\*The TOTAL field will automatically calculate.

Requestor's Signature	Date
Foundation Approval	Date

FOR OFFICE USE ONLY		
<div style="border-bottom: 1px solid black; margin-bottom: 5px; width: 80%; margin: 0 auto;"></div> CHECK AMOUNT	<div style="border-bottom: 1px solid black; margin-bottom: 5px; width: 80%; margin: 0 auto;"></div> CHECK NUMBER	<div style="border-bottom: 1px solid black; margin-bottom: 5px; width: 80%; margin: 0 auto;"></div> CHECK DATE

*Funding for your Tuition Reimbursement or Credit Course Assistance is made possible by donations to the TTC Campus Campaign and/or generous contributions from the TTC community.*