

**CREDIT COURSE ASSISTANCE
REIMBURSEMENT REQUEST**

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

Actual Expenses:

Tuition _____

Compulsory Fees _____

Textbooks _____

***TOTAL** _____

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.

Requester's Signature	Date
Foundation Approval	Date

FOR OFFICE USE ONLY		
_____	_____	_____
CHECK AMOUNT	CHECK NUMBER	CHECK DATE

Return this form to: Donna Casey - donna.casey@tridenttech.edu

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