

**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	
*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.

Requestor's Signature	Date
Foundation Approval	Date

FOR OFFICE USE ONLY

CHECK AMOUNT

CHECK NUMBER

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.