

How reimbursement works:



For your funding request, submit the following documents, ensuring that the items listed underneath are included:

- 1 Class Schedule**
 - School Name, Term, and Year
 - Member Name
 - Student ID # (SID)
 - List of Classes (enrolled)
- 2 Unofficial Transcript**
 - School Name, Term, and Year
 - Member Name/SID
 - Courses/Grades
- 3 Proof of Books/Supplies Cost**
 - 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)
- 4 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

First Time Funders will be asked to provide a **program guide** in addition to the items listed above. **First Time Funders** also **do not need to supply** an unofficial transcript. For **ctcLink schools**, we will also require an **Advisement Report**.

[ctcLink Walkthrough](#) | [ctcLink Help by College](#)

Need support in the process? The Healthcare Training Fund is here to support you every step of the way. If you need help at any point in this process, please contact your Navigator or our main office at (425) 255-0315 or members@healthcaretrainingfund.org.

Sample Reimbursement Documents

1. Class Schedule

Member Name/SID
Term
School

NURS 202 Level V

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	7.00	Graded		Professional Technical	

Class	Start/End Dates	Days and Times	Room
LEC - Section 1A - Class Nbr 28736	09/26/2022 - 12/16/2022	Days: Thursday Friday Times: 12:00PM to 4:00PM	Bldg 29 om 104-Intra Classroom

NURS 212 Practicum V

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	5.00	Credit/No Credit		Professional Technical	

Class	Start/End Dates	Days and Times	Room
LAB - Section 1A - Class Nbr 28777	09/26/2022 - 12/16/2022	Days: Monday Tuesday Times: To be Announced	Bldg 26 Room 212-Lab
CLN - Section 1CLN - Class Nbr 28825	09/26/2022 - 12/16/2022	Days: To be Announced Times: To be Announced	Arranged

Print

Requirements:

- School Name, Term, Year
- Member Name
- Student ID # (SID)
- List of Classes (enrolled)

UNIVERSITY of WASHINGTON

Registration - Autumn 2022

Prepared for: Member Name/SID

Prepared on: October 8, 2022 at 8:38 a.m.

Major: Nursing (Tacoma Campus)

There is a \$20.00 fee to change your schedule (including course adds, drops, change of grading option, and change of credits). One \$20 c may result in a tuition forfeiture charge.

Your current schedule:

Drop from schedule	Drop Code	ST/N	Course	Type	Credits	Grading Option	Title	Days	Time	Location	Instructor
<input type="checkbox"/>		22-309	T NURS 407 A	LC	3.0	standard S/NS	DIVERSITY HLTH INEQ		100- 330	CP 106	Levis, Carmen D
<input type="checkbox"/>		22-313	T NURS 430 A	LC	3.0	standard S/NS	INTERPERSONAL COMM		630- 900P	CP 106	Hulligan, Anne

Total credits: 6.0

Display Visual Schedule Display Textbooks

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Sample Reimbursement Documents

2. Unofficial Transcript

SEATTLE CENTRAL COLLEGE

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Unofficial Transcript - Academic Career

Name: Jc
Student ID: 21

Term GPA	3.300	Term Totals	Attempted	Earned	GPA Units	Points
			12.000	12.000	6.000	19.800
SPRING 2021 (04/05/2021 - 06/18/2021)						
Course	Description	Attempted	Earned	Grade	Points	
NURS 103	Med-Surg Nursing II	3.000	3.000	2.3	6.900	
NURS 113	Skills Lab II	1.000	1.000	S	0.000	
NURS 123	Nursing Practice II	4.000	4.000	S	0.000	
PHIL 132	Ethics & Policy Healthcare II	2.000	2.000	4.0	8.000	
PSYC 132	Psychosocial Issues Hltcare I	2.000	2.000	4.0	8.000	
Term GPA	3.271	Term Totals	Attempted	Earned	GPA Units	Points
			12.000	12.000	7.000	22.900
FALL 2021 (09/27/2021 - 12/16/2021)						
Course	Description	Attempted	Earned	Grade	Points	
NURS 204	Med-Surgical Nursing III	5.000	5.000	2.6	13.000	
NURS 214	Nursing Practice III	3.000	3.000	S	0.000	
NURS 224	Pediatric Nursing	3.000	3.000	2.6	7.800	
NURS 234	Pediatric Practice	1.000	1.000	S	0.000	
Term GPA	2.600	Term Totals	Attempted	Earned	GPA Units	Points
			12.000	12.000	8.000	20.800
WINTER 2022 (01/04/2022 - 03/23/2022)						
Course	Description	Attempted	Earned	Grade	Points	
NURS 205	Med-Surgical Nursing IV					
NURS 215	Maternal Nursing					
NURS 225	Maternal Practice					
PHIL 230	Ethics & Policy Healthcare III					
PSYC 231	Psychosocial Issues Hltcare II					
Undergraduate Totals						
Cum GPA	3.100	Cum Totals	46.000	46.000	26.000	80.700

End of Unofficial Transcript - Academic Career

Requirements:

- School Name, Term, Year
- Member Name/SID
- Courses/Grades

REMINDER





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.

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Sample Reimbursement Documents

3. Proof of Books/Supplies Cost

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	Online Book Store
 <p>Keep your physical receipt with you after your purchase.</p> <p>Take a photo of the receipt or use a scanner to scan an image of the receipt onto your computer.</p> <p>You can also ask the book store if they are able to email you a digital receipt.</p> 	 <p>After you purchase your books/supplies, you should receive a digital receipt via email.</p> <p>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.</p> 

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)

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Sample Reimbursement Documents

4. Proof of Tuition Cost & Reimbursement Amount

The image shows a sample invoice from Bellingham Technical College. Key elements are highlighted with orange circles: the college logo, the member name, term, and date of invoice; the 'Term (FALL 2022) Balance' of \$0.00; the 'Total Term Payments' of \$1,623.70; and the 'Total Term Refunds' of \$0.00. A red box highlights the 'Statement Date: September 07, 2022' and 'Student ID:'. Another red box highlights the 'Total Term Charges' of \$1,623.70. A red box highlights the 'Virtual Terminal Credit Card' payment of \$1,623.70, with the text 'Paid by member.' below it.

Bellingham TECHNICAL COLLEGE	
Member Name	Statement Date: September 07, 2022
Term	Student ID:
Date of Invoice	Amount Due: \$ 0.00
CHARGES	
Tuition Charges	\$ 1,418.25
Mandatory Fees	
ASB Center Fee	\$ 15.00
Elearning Enrollment Fee	\$ 27.00
General Processing Fee	\$ 19.95
Humanities Course Fee	\$ 5.00
Phy/Nat Scien Course Fe	\$ 50.00
Technology Fee	\$ 88.50
Total Mandatory Fees:	\$205.45
Miscellaneous Fees	
Total Miscellaneous Fees:	\$ 0.00
Total Term Charges:	\$ 1,623.70
PAYMENTS	
Virtual Terminal Credit Card	\$ 1,623.70
Total Term Payments:	\$ 1,623.70
REFUNDS	
Total Term Refunds:	\$ 0.00
Term (FALL 2022) Balance:	\$0.00

Requirements:

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

REMINDER

1. For reimbursement, the member name, term, and date of invoice **must** be on the summary of charges. If you attend a ctLink 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.**

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Sample Reimbursement Documents

Advisement Report *(Required only for ctclink Schools)*

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Advisement Report
For ' **Member Name** ' prepared on 06/06/2022
Requested by ' **Member Name** '

<u>Program</u>	<u>Requirement Term</u>	<u>Requirement Status</u>
Undergraduate Career	FALL 2022	Satisfied
Professional Technical Program	FALL 2022	Satisfied
Registered Nurse AAS-T Major	FALL 2022	Satisfied

Course History

<u>Term</u>	<u>Subject</u>	<u>Catalog Nbr</u>	<u>Title</u>	<u>Grade</u>	<u>Units</u>	<u>Type</u>
2022 FALL	CHEM&	121	Intro to Chemistry		5.00	IP

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Advisement Report
For ' **Member Name** ' prepared on 09/23/2021
Requested by ' **Member Name** '

<u>Program</u>	<u>Requirement Term</u>	<u>Requirement Status</u>
Undergraduate Career	FALL 2021	Satisfied
Professional Technical Program	FALL 2021	Satisfied
Associate in Nursing Major	FALL 2021	Satisfied

Course History

<u>Term</u>	<u>Subject</u>	<u>Catalog Nbr</u>	<u>Title</u>	<u>Grade</u>	<u>Units</u>	<u>Type</u>
2021 FALL	BIOL&	160	General Cell Biology		5.00	IP
2021 FALL	CHEM&	121	Intro to Inorganic Chemistry		5.00	IP

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