

How reimbursement works:

Member pays school



Member submits funding request to Healthcare Training Fund
reimbursement provided for pre-approved programs and schools



Healthcare Training Fund reimburses member
checks sent within 30 days of receiving all supporting documentation

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.