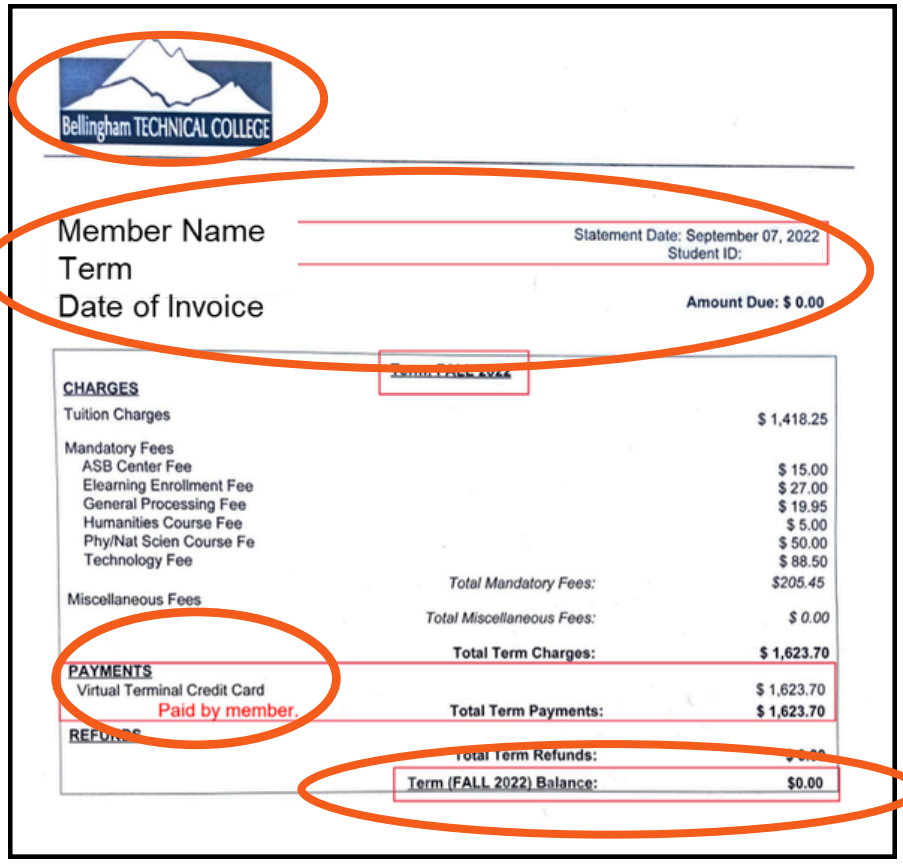
Sample Reimbursement Document

Proof of Tuition Cost & Reimbursement Amount



Bellingham TECHNICAL COLLEGE

Member Name
Term
Date of Invoice

Statement Date: September 07, 2022
Student ID:

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
Paid by member.	**Total Term Payments:**	**$ 1,623.70**
REFUNDS		
	Total Term Refunds:	
	Term (FALL 2022) Balance:	**$0.00**

REMINDER

1. For **reimbursement**, the member name, term, and date of invoice **must** be on the summary of charges. If you attend a ctcLink school, you will need to get an invoice from your cashier's office.
2. Must show that **payment was made for reimbursement**.
3. School name **must** be listed on the proof of tuition.

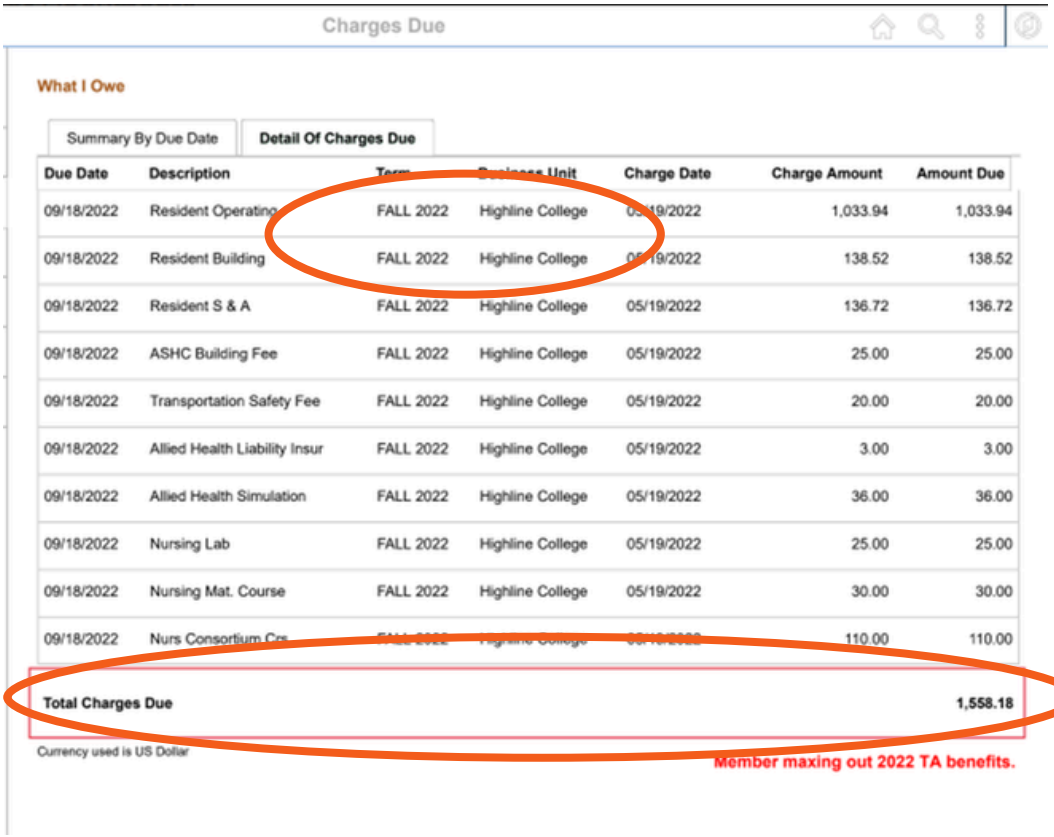
Requirements

- ☑ School name, term, year
- ☑ Member name
- ☑ Proof of account balance
- ☑ Receipt of payment or proof of disbursement

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 Voucher Document

Proof of Tuition Cost



Charges Due

What I Owe

Summary By Due Date | Detail Of Charges Due

Due Date	Description	Term	Business Unit	Charge Date	Charge Amount	Amount Due
09/18/2022	Resident Operating	FALL 2022	Highline College	05/19/2022	1,033.94	1,033.94
09/18/2022	Resident Building	FALL 2022	Highline College	05/19/2022	138.52	138.52
09/18/2022	Resident S & A	FALL 2022	Highline College	05/19/2022	136.72	136.72
09/18/2022	ASHC Building Fee	FALL 2022	Highline College	05/19/2022	25.00	25.00
09/18/2022	Transportation Safety Fee	FALL 2022	Highline College	05/19/2022	20.00	20.00
09/18/2022	Allied Health Liability Insur	FALL 2022	Highline College	05/19/2022	3.00	3.00
09/18/2022	Allied Health Simulation	FALL 2022	Highline College	05/19/2022	36.00	36.00
09/18/2022	Nursing Lab	FALL 2022	Highline College	05/19/2022	25.00	25.00
09/18/2022	Nursing Mat. Course	FALL 2022	Highline College	05/19/2022	30.00	30.00
09/18/2022	Nurs Consortium Crs	FALL 2022	Highline College	05/19/2022	110.00	110.00
Total Charges Due						**1,558.18**

Currency used is US Dollar

Member maxing out 2022 TA benefits.

REMINDER

1. For **vouchers**, a screenshot like the one above without the member's name is sufficient.
2. School and term **must** be listed on the proof of tuition.
3. **Balance must be present** to receive a voucher.

Requirements

- ☑ School name, term, year
- ☑ Member name
- ☑ Proof of account balance

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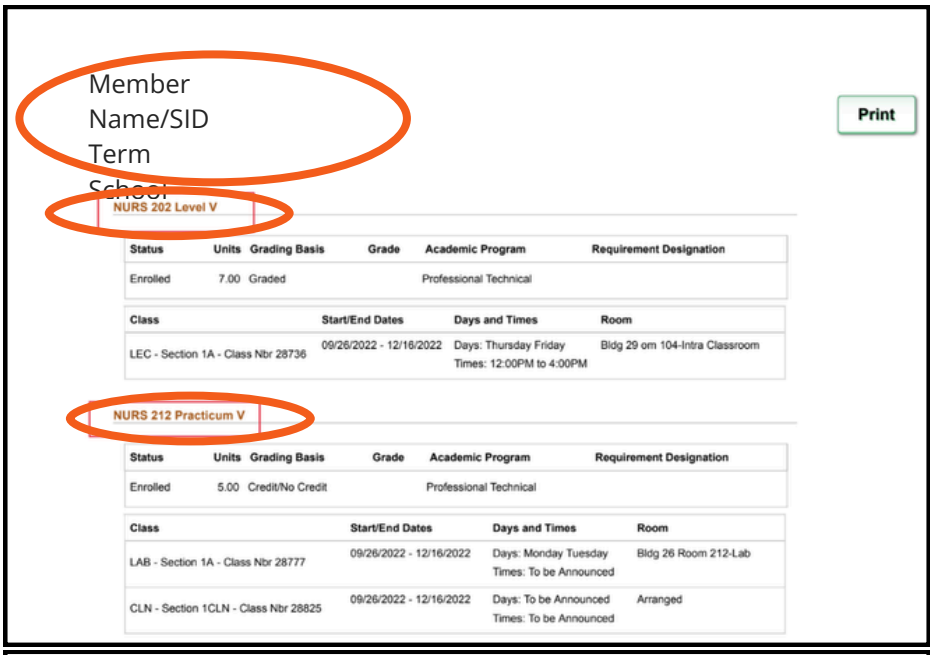
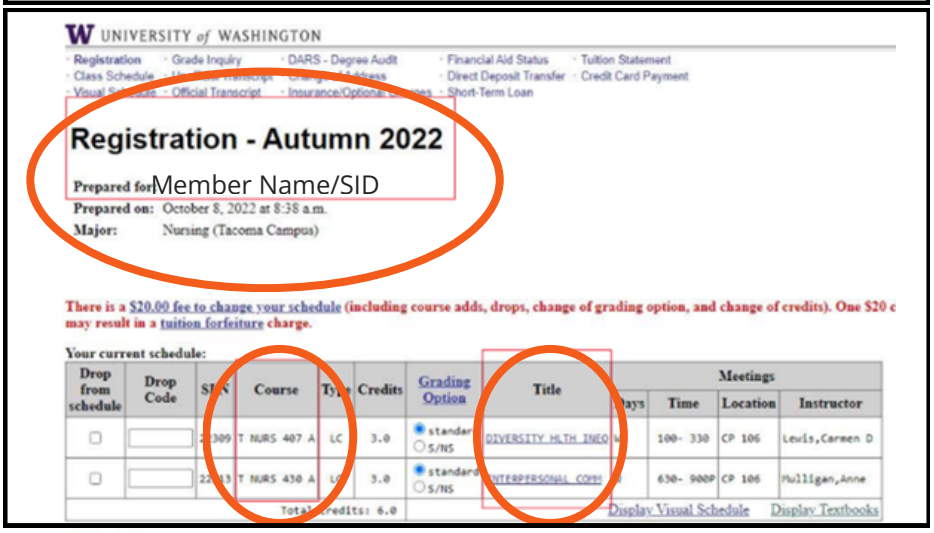
Sample Documents

Class Schedule





Requirements

- School name, term, year
- Member name
- Student ID # (SID)
- List of classes (enrolled)

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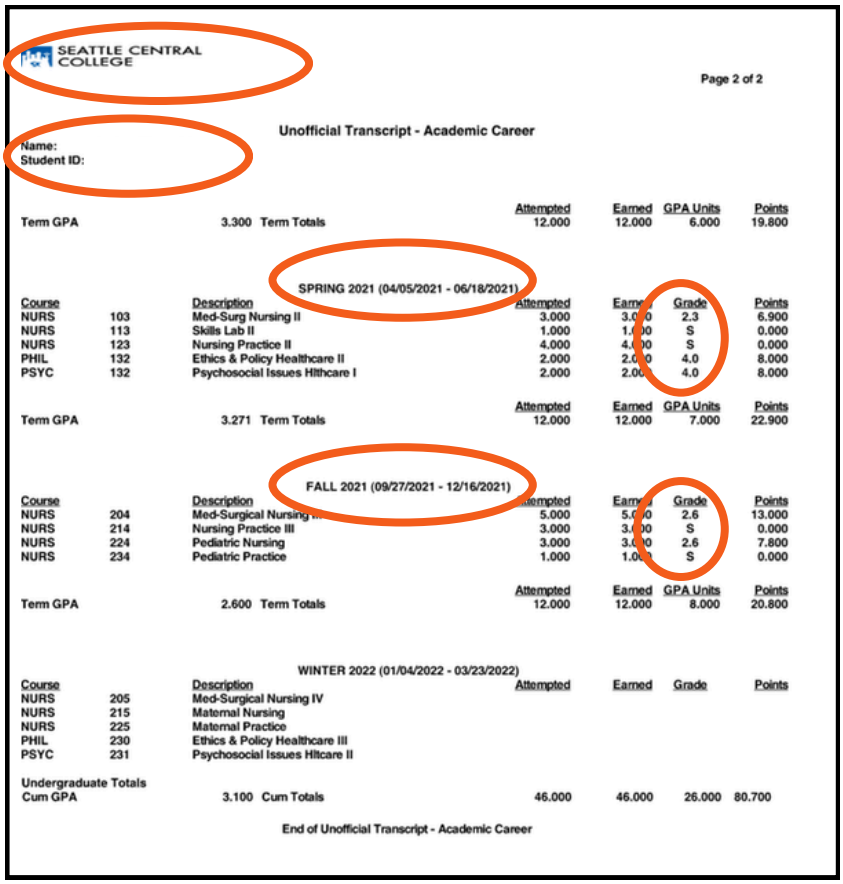
Sample Documents

Unofficial Transcript



SEATTLE CENTRAL COLLEGE

Page 2 of 2

Unofficial Transcript - Academic Career

Name:
Student ID:

			Attempted	Earned	GPA Units	Points
Term GPA	3.300	Term Totals	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 Hlthcare I	2.000	2.000	4.0	8.000

			Attempted	Earned	GPA Units	Points
Term GPA	3.271	Term Totals	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

			Attempted	Earned	GPA Units	Points
Term GPA	2.600	Term Totals	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 Hlthcare II				

Undergraduate Totals						
Cum GPA	3.100	Cum Totals	46.000	46.000	26.000	80.700

End of Unofficial Transcript - Academic Career

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.

Requirements

- ☑ School name, term, year
- ☑ Member name/SID
- ☑ Courses/Grades

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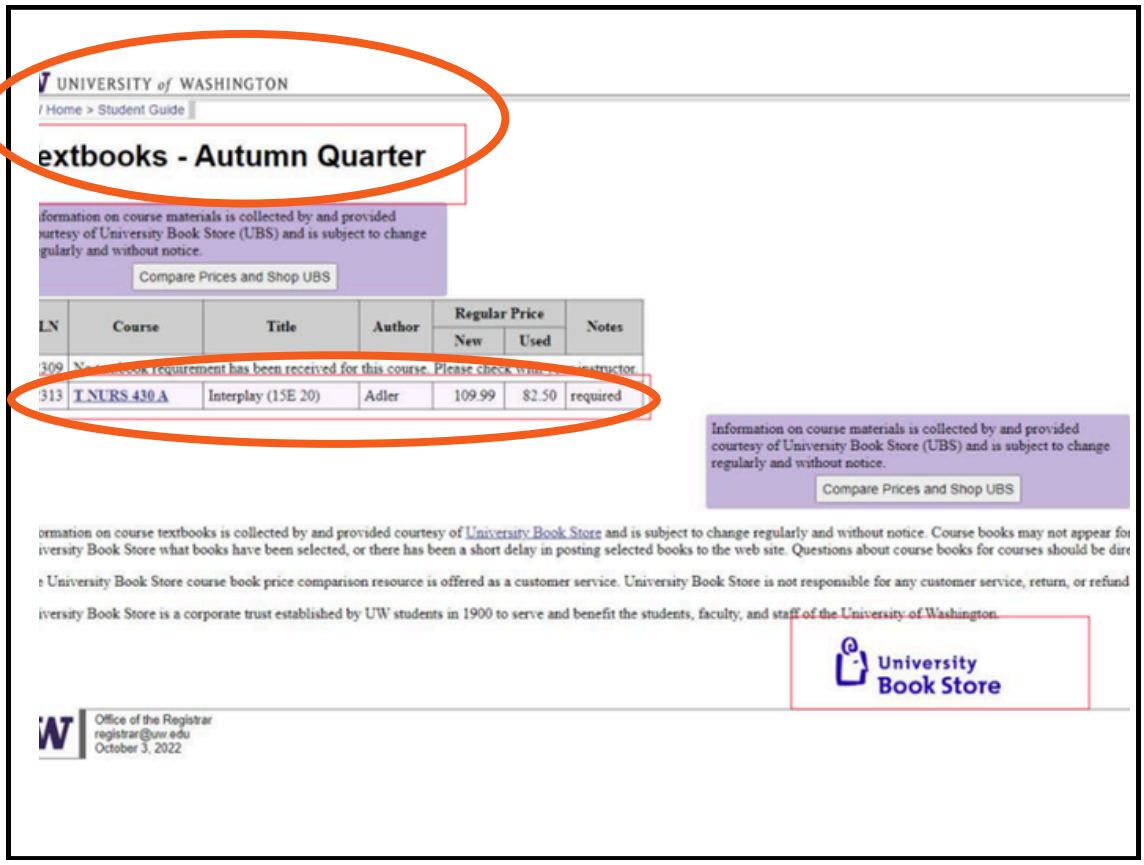
Sample Documents

Proof of Books/Supplies Cost



UNIVERSITY of WASHINGTON

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October 3, 2022

REMINDER

1. School and Term **must** be listed on the list of books/supplies.
2. List of books/supplies **with prices** must be listed to receive a voucher.
3. We highly recommend getting this information from your school's bookstore.

Requirements

- ☑ School name, term, year
- ☑ List of books/supplies
- ☑ Proof of cost
- ☑ Must be required, recommended or optional

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