



PSSC Foundation Scholarship Reimbursement Request Directions

Congratulations on your scholarship! The scholarship is based on a reimbursement model. Please follow the three steps needed to claim your scholarship.

1. Complete the scholarship reimbursement claim form in its entirety. Be sure to sign the form at the bottom of the page.
2. Submit original receipts along with the claim form to Jeffrey Ferry (jeffrey.ferry@highlineschools.org). You can submit receipts whenever you have expenses – or submit at one time. Just ensure that you have originals (if possible.)
3. Allow at least 30 days for the claim to be processed and a check to be sent.
4. Scholarship reimbursements need to be claimed within two years of the award. If there are circumstances that you have and need to extend the two-year period, please contact Jeffrey Ferry.

Eligible expenses that can be reimbursed for your scholarship:

- a. Tuition for a two- or four-year College or University, or in another accredited educational program.
- b. Books, supplies and fees required by classes at the college or university or program you are enrolled in. Computers/iPads are not reimbursable items. Tools are an eligible expense as allowed by the Yormark Scholarship.