

## SUMMER TUITION REIMBURSEMENT CHECKLIST

Soldier/Airman Name \_\_\_\_\_ Unit \_\_\_\_\_

Request Date \_\_\_\_\_ Semester requested **Summer** Year \_\_\_\_\_

### REQUIRED DOCUMENTS:

- a. \_\_\_\_\_ Completed Application for Reimbursement
- b. \_\_\_\_\_ Receipt for summer tuition (**not a credit card receipt- need a receipt with a zero balance from the Cashier's Office**)
- c. \_\_\_\_\_ Unofficial transcript printout (**must have "C" or better average per class**)
- d. \_\_\_\_\_ Completed State Vendor Registration form
- e. \_\_\_\_\_ Bank Account Verification Memorandum (**Must state the Soldier/Airman's bank name, account and routing number. The Soldier/Airman must sign this memorandum.**)

Soldier/Airman's ETS/MRD Date: \_\_\_\_\_

Soldier/Airman's Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: "Mini Session" summer classes (i.e. summer classes with class start dates in May) are not eligible for reimbursement at this time.**