



Request for Training/Training-related Items Reimbursement/Payment Form Instructions

All forms must be completed in pen and accompanied by a current class schedule and include the following **BASIC** information:

- 1) Customer signature
- 2) Job seeker ID#
- 3) Title section left blank
- 4) Current class schedule must include:
 - a. Your name
 - b. School name
 - c. Weekly days of class attendance
 - d. Start and end dates

Tuition: Include all of the above **BASIC** information AND:

- 1) Copy of Detailed Account Statement
- 2) Tuition and fees breakdown
- 3) Term start and end dates
- 4) Dated after the drop classes date
- 5) School name
- 6) Student name
- 7) Student ID number (if applicable)

Supplies/Books: Include all of the **BASIC** information AND:

- 1) Receipts itemizing purchase(s) or if item/service is to be purchased through Lane County H&HS provide supporting documentation for the details of the item/service.
 - 2) Date of purchase(s)
 - 3) Items not required for classes marked off and subtracted from total amount
- Note: Receipts submitted over TWO months from purchase date will NOT be reimbursed.**

Internet: Include all of the above **BASIC** information AND:

- 1) Name and address on account must be student's unless documented

- 2) Service dates, amount billed to include from and to dates, (i.e. August 29th – September 28th) itemized internet cost if bundled

Note: Bill submitted over TWO months from billing date will NOT be reimbursed.