EXAMPLE OF A TUITION REIMBURSEMENT LETTER

(This is an example of the required information for reimbursement for external coursework. The actual document must be printed on the college’s “official” letterhead)

DATE

NAME

ADDRESS

CITY, STATE, ZIPCODE

RE:  (Name of College) Student’s Name and Billing Account #

To whom it may concern:

The above referenced student has successfully completed the course listed below and has been assessed and has paid the following (Name of College) charges:

<table>
<thead>
<tr>
<th>Semester/Year</th>
<th>Amount (Base Tuition Only)</th>
<th>Name of Course</th>
<th>Number of Semester Hours</th>
</tr>
</thead>
</table>

Sincerely,

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