

OFFICE OF FINANCIAL AID
REQUEST FOR REIMBURSEMENT



STUDENT INFORMATION	
Student Name:	Student ID:
Student Address:	Student Date of Birth:
City, State, Zip	Student Email:
Student Phone:	Student Alternate Phone:

REIMBURSEMENT REQUEST
Please check one of the following: <input type="checkbox"/> Please reimburse me for out-of-pocket expenses for: Term: _____ Amount: _____ <i>(Must submit a copy of original receipts)</i> <input type="checkbox"/> Please release funds from Scholarship: _____ Term: _____ Amount: _____ <i>(Must provide us with a confirmation of release or a letter from foundation is required.)</i>

TRANSFER OF FUNDS									
<input type="checkbox"/> Please transfer remaining balances from non-Grayson scholarship(s) to a different institution. <i>(Must complete the mailing information below.)</i>									
<table border="1"> <tr> <td>Name of Institution:</td> <td>Student ID at new institution:</td> </tr> <tr> <td colspan="2">Attn:</td> </tr> <tr> <td colspan="2">Address:</td> </tr> <tr> <td>City:</td> <td>State:</td> <td>Zip:</td> </tr> </table>	Name of Institution:	Student ID at new institution:	Attn:		Address:		City:	State:	Zip:
Name of Institution:	Student ID at new institution:								
Attn:									
Address:									
City:	State:	Zip:							

By signing I understand:

- I must review the terms of your scholarship from the foundation before you request the reimbursement.
- I may receive a reimbursement for out-of-pocket expenses for tuition, fees, books and supplies. I am required to submit original receipts for educational expenses.
- If I am requesting the remaining balance of non-Grayson scholarship(s) I must have my sponsor contact Grayson's Financial Aid Office with a release authorization.
- Request for Reimbursement can take 3-4 weeks to process.

Signature:	Date:
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Financial Aid Office Use Only	Date:	FAO:		
Fund Code(s)	Amount	Action		
		Pay Bill	Reimburse	Other
		Pay Bill	Reimburse	Other
		Pay Bill	Reimburse	Other

Notes:

Grayson College Financial Aid Office • 6101 Grayson Drive, Hwy 691 Denison, TX 75020-8299
Email to: Financialaid@grayson.edu • Fax to: 903.463.3908

Students are REQUIRED to use their GC canvas account or their GC email account for all electronic communication. GC faculty and staff will not reply to student communication that is sent through an email account other than their GC issued email account or canvas account in order to ensure the identity of the student when communicating electronically.