



Grayson College Financial Aid

Request for Reimbursement 2025-2026

Application to request for reimbursement for school related expenses paid out of pocket by the student; or transfer of funds with scholarships or other funding sources.

* = required field

Student Information

Student Name*: _____ Email*: _____

Student ID* _____ Phone Number*: _____

Date of Birth (m/d/yyyy)* _____ Alternate Phone: _____

Student Address

Street Address*: _____

City, State, and Zip Code* _____

Reimbursement Request

Note: you must submit a copy of original receipts

Please reimburse my out-of-pocket expenses for:

Term: _____

Amount _____

Release of Funds Request

Note: You must provide us with a confirmation of release or a letter from foundation/donor

Please release funds to student from:

Name of scholarship: _____

Term: _____

Amount _____

Transfer of Funds Request

Please transfer remaining balance(s) from non-Grayson scholarship(s) to another institution or return funds to foundation.

Name of Institution, Foundation, or Donor: _____

Student ID at New Institution if applicable _____

Attn: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Signatures

Student Printed Name*: _____

Student Signature*

X	
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 Date (mm/dd/yyyy)* _____

By signing I understand:

- I must review the terms of my scholarship from the foundation/donor before I 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(s) for reimbursement may take 3-4 weeks to process.

Please fill and sign completed form, and return to :

Grayson College Financial Aid Office.

6101 Grayson Drive • Denison TX, 75020-8299

Email Forms to: financialaid@grayson.edu

Fax forms 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.

Office Use Only

Fund Codes	Amount	Action
		<input type="checkbox"/> Pay Bill <input type="checkbox"/> Reimburse <input type="checkbox"/> Other
		<input type="checkbox"/> Pay Bill <input type="checkbox"/> Reimburse <input type="checkbox"/> Other

Notes:

Processed By: _____ Date: _____