

SUMMER TUITION REIMBURSEMENT CHECKLIST

Soldier/Airman Name _____ Unit _____

Date _____ Semester requested _____

REQUIRED FOR ALL REIMBURSEMENTS

- a. _____ Completed Application for Reimbursement
- b. _____ Receipt for summer tuition **(not a credit card receipt- need a receipt with a zero balance from the cashiers 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 Signature _____ Date _____