

VTEC High School Scholarship Foundation COS Textbook Reimbursement Request



Date: _____ Student: _____ Grade: _____

Class	Book Title (purchase or Rental)	Amount
Less refunds received from bookstore/Amazon, if any		(-)
Re-imbursement Amount requested		

Make check payable to: _____

Mail check to (address): _____

VTEC students may request COS textbook reimbursement for COS classes passed the previous semester. Requests must be made within 3 weeks of the semester's end.

1. Student purchases books up front prior to the semester beginning from COS, Amazon, etc. and saves receipt. (**See Mr. Davis for needs-based exceptions.*)
2. Student passes classes for which books are purchased.
3. Student returns books for reimbursement to the original source (COS, Amazon...)
4. Student provides original receipts showing original price and amount credited for the return if applicable.
5. Student prints COS transcript in the office and has Mrs. Roebuck verify it.
6. Student completes this form keeps a copy of all documentation before submitting to the foundation. This may be given to Mrs. Roebuck.
7. The foundation will review the request and process payment within two weeks.

Please note: The foundation will not reimburse the following items...

- Late fees or payment of rental books not returned on time.
- Course fees for supplies and materials
- Books for courses dropped or not passed with a grade of "C" or better
- Requests made after the three week deadline.

Student Signature _____ Parent Signature _____