

Certificate Reimbursement Information Form

It is important that you verify your mailing address in Workday to ensure accuracy of reimbursement

Please fill out form entirely (Print Only)

Note: Certificate Reimbursements take from 4 to 6 weeks to be processed and refunded back to you.

First Name: * _____ Last Name: * _____

Student ID: * _____ Phone Number: * _____

Current Address: * _____

E-mail: * _____

Declared Major: * _____

Test: * _____

Please turn in the following items with this form:

- Copy of Class Schedule
- Test Scores (Pass)
- Receipt where you paid for exam

***Failure to turn these items in or to verify/change your address could restrict you from receiving your reimbursement. ***

Official Use Only

GL Code: _____

Date Received: _____

Received by: _____

Check Requisition

Check Date