Guidelines for Submitting a Qualified Fee Reimbursement Request

Submit this completed request form, along with all required document attachments to Beth Williams. Reimbursement requests for $570.00 will be reviewed and processed for approval within two weeks of receipt and you will be notified by email of the status.

Student Name ____________________________________________ Date Submitted __________________

By checking the boxes below, I affirm that all required documentation is attached, as well as affirming my understanding that approved reimbursements are first applied to any outstanding tuition balance, and then payable by ACH to student.

☐ Attach print copy of dated Authorization to Test email from PearsonVUEConfirmation@pearson.com

☐ Attach print copy of National Board Examination – Arts section (Unofficial Results) from Pearson VUE showing “PASSED” result dated within 30 days of the Authorization to Test email required above.

☐ Attach print copy of National Board Examination – Sciences section (Unofficial Results) from Pearson VUE showing “PASSED” result dated within 30 days of the Authorization to Test email required above.

✓ Confirmation of your attendance for the entire duration of all mandatory CCMS NBE review sessions during semester 3. This confirmation will be provided directly by each instructor on your behalf.

☐ I understand that approved reimbursements are applied as a credit to outstanding tuition, with any excess funds being paid to me by ACH direct deposit.

☐ I would like to request approval for reimbursement payable to me rather than it being applied to tuition for the following reason: ____________________________________________

Reimbursement of NBE fees will be credited to your tuition account. If you have a zero-tuition balance or other approved request, an ACH direct deposit will be made to the banking information supplied by you in your Populi account. If you have not supplied banking information in Populi, please provide now:

Bank Name:_________________________________________ Type of account: Checking or Savings

Routing No. (9 digit):__________________________ Account No.________________________

FOR INTERNAL USE ONLY – DO NOT WRITE BELOW LINE

Status
☐ ATT email dated
☐ Arts Pass dated
☐ Sci Pass dated
☐ Populi tag
☐ Email notification to requestor

Approved Reimbursement Only
☐ REQUEST APPROVED
☐ REQUEST DECLINED
☐ Applied to tuition balance (fee code - NBE Fee Reimbursement Credit
☐ ACH Direct Deposit approved