



Book/Software Reimbursement Form

The Alliance Pre-Paid Tuition Program (PPT) offers book and software reimbursement associated with the *completion* of a PPT approved course(s) in accordance with program guidelines. Reimbursement will only be made for receipts received within 3-months from the course end-date.

To apply for reimbursement, mail this form along with:

- Proof of course completion
- A course syllabus or information linking book(s)/software to course(s), and
- **Original**, itemized purchase receipts.

To ensure all required documentation is sent, please check off the following list:

- Original, itemized receipt** (COPIES OR FAXES ARE NOT ACCEPTED.)
- Proof of course completion** (CERTIFICATES OR GRADES – do not send request prior to completion of the course.)
- A course syllabus proving course connection to book/software.** (A syllabus may not be required if your paid receipt makes a clear connection to the course. We reserve the right to require a syllabus.)
- This reimbursement is for books/software required for a course funded by Alliance PPT.** Books/Software for courses paid by a source other than Alliance Pre-Paid Tuition will not be considered.

If you fail to meet any of these conditions, your request will be returned unprocessed. If returned, missing item(s) will be highlighted on this form

Employee ID #: _____

Telephone: Home () _____

Work () _____

PLEASE PRINT

COURSE TITLE	BEGINNING DATE OF COURSE	COST OF BOOKS/SOFTWARE	APPROVED AMOUNT
			OFFICE USE ONLY
TAXES ARE NOT INCLUDED – TOTAL COST		\$	

Name / Mailing Address:

When complete, mail this form and ALL required documentation to:

**The Alliance Pre-Paid Tuition Program
80 Cottontail Lane, Suite 320
Somerset, NJ 08873**

You must MAIL your Book/Software Reimbursement Form and supporting documentation.

Faxes or Copies Will Not Be Processed