



Summer Intern Student Book Reimbursement Form

Date _____

Student Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

CCC Student Number _____

Academic Semester _____ Year _____

Course for which you purchased book.

In order to be reimbursed, you must be approved to participate in the course by your third party sponsor. If you are under 16, please sign and send a W-9. (Student's name, SSN, home address and signature is required). Click the following link for a W-9: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

A copy of your class syllabus and original receipt(s) are required. If you are purchasing online via an Internet website, a copy of the invoice showing costs of the item(s), sales tax (if applicable) and shipping charges is required. You will need to indicate on the receipt(s) what the items are as it relates to the syllabus. Sales tax and/or shipping and handling charges are not reimbursable. Please make copies of your reimbursement request including your receipts for your records. Cuyahoga Community College reserves the right to reimburse the student what is considered reasonable for the course.

Please attach your **original receipt(s) to this form** and mail your reimbursement request to: Student Accounting Office - Summer Intern Book Reimbursements, Cuyahoga Community College, 700 Carnegie Avenue, Cleveland, OH 44115-2878. In response to Covid 19, you can also scan and email to Bursar@tri-c.edu Attn: Summer Intern.

The final dates for supply reimbursement requests are June 25th for Summer.

Signature of Student _____ Date _____