



**College Credit Plus Program
Student Book and Supply Reimbursement Form**

Date _____

Student Name _____

Address _____

City _____ State _____ Zip _____

Phone () _____

CCC Student Number _____

Academic Semester _____ Year _____

Middle School/High School Contact Person / Counselor _____

Phone () _____

Course for which you purchased supplies:

In order to be reimbursed, you must be a MIDDLE SCHOOL/HIGH SCHOOL STUDENT approved to participate in the CCP Program. 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.

Notebooks, pens, book bags and other items of general use are not eligible for supply reimbursement.

Please attach your **original receipt(s) to this form** and mail your reimbursement request to: Student Accounting Office - CCP Reimbursements, Cuyahoga Community College, 700 Carnegie Avenue, Cleveland, OH 44115-2878.

The final dates for supply reimbursement requests are July 31st for Summer, November 30th for Fall and April 30th for Spring.

Signature of Student _____ Date _____



College Credit Plus (CCP) Program Books and Supplies Requirements Defined

The College Credit Plus Program – pays for only **required books and required supplies** for the course(s) registered. Your middle or high school may have given you specific instructions for book purchases. Books purchases paid for under the CCP Program, including reimbursed purchases made from an outside source are the property of your high school. You may be required to return them when the semester is over. Please check with your school counselor for the appropriate actions. **Supplies such as calculators, I-clickers etc. purchased under the program are the property of the college and should be returned to the CCP coordinator.**

If purchasing books and supplies at the college check your class syllabus or with the instructor to determine the correct required books and required supplies. Bring a copy of your schedule and your photo ID to the Bookstore. *You will be billed for any book(s) and supplies that are not required.* Please **purchase used books** when they are available. General supplies such as paper, pencils, pens, notebooks, blue books and other items of general use are not eligible for purchase under CCP. A math calculator may be an eligible purchase under CCP when it is a course requirement. Please contact your coordinator for specific instructions.

If the course(s) are noted as “self-pay” on the Authorization form, the tuition and books are the student’s responsibility. Split Option students are responsible for the books and supplies of courses marked as self-pay on the Authorization to Attend (ATA) Form.

Supply Reimbursement - Outside college purchases of supplies for art, photography and other course requirements that are higher than normal may not be 100% reimbursed. Additionally, shipping, handling and sales tax charges are not eligible for reimbursement.

Schools with/without an Alternative Contract

Book Voucher - The College will set up a book voucher for students from these schools. The voucher will cover **CCP authorized** students only. With the book voucher, students can purchase books and supplies for registered course(s) at B&N on campus.

Home Schools

Students are responsible for their own books while the supplies/requirements are provided by the College.

The final dates for supply reimbursement requests are July 31st, November 30th and April 30th for Summer, Fall and Spring respectively.

If you have any questions, please contact your campus coordinator.

Brunswick University Center --Melinda Galla (216) 987-5259 or Melinda.Galla@tri-c.edu

Eastern Campus – Carissa Godbott (216) 987-2196 or Carissa.Godbott@tri-c.edu

High Tech Academy – Aida Rusnov (216) 987-3549 or Aida.Rusnov@tri-c.edu

Metropolitan Campus – Della Hilbert (216) 987-4164 or Della.Hilbert@tri-c.edu

Western Campus – Margie Knight (216) 987-5155 or Margaret.Knight@tri-c.edu

Melinda Galla (216) 987-5259 or Melinda.Galla@tri-c.edu

Westshore Campus – Michelle Noll (216) 987-5884 or Michelle.Noll@tri-c.edu