

Appendix C: Textbook Reimbursement Form



Pennsylvania
Department of Education

Bond-Hill Scholarship Textbook Reimbursement Form

Student Name: _____ Graduate University: _____

Date of Request: _____ Semester of Enrollment: ☐ Fall ☐ Winter ☐ Spring ☐ Summer 20____

Total Reimbursement Requested by Student: _____

Graduate University Approval

Amount Approved by University: _____ Date Approved: _____

Approved by: _____ Title: _____

Instructions

1. Purchase required textbooks and/or course-specific materials for the courses in which you are enrolled this semester.
2. Complete the form below as indicated.
3. Attach itemized receipt(s) for each item(s) listed.
4. Attach a copy of the syllabus for each course in which you are enrolled and course materials required. If you are enrolled in a course that does not require textbooks or course materials, then the course should not be listed on the form.
5. Make copies of this form and all related documentation for your records.
6. Submit the form and related documentation to the Bond-Hill Coordinating Office at your graduate university as soon as possible each semester.
7. Your graduate university then will submit the form on your behalf to the Bond-Hill Scholarship Program Administrator at the Pennsylvania Department of Education (PDE).

Note: Textbook Reimbursement Forms MUST be submitted and approved by PDE no later than the last day of the semester. Forms submitted after this date will be approved based upon available funding.

Course Number & Section	Course Title	Material Description (i.e., title of textbook or description of class material)	Vendor (i.e., college bookstore, Barnes & Noble, online)	Cost of Item	Receipt Attached?	Syllabus Attached ?
Ex: Acct 5001-004	Principles of Accounting	Advanced Principles of Accounting	College Bookstore	\$112.45	Y	Y

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