



CAREER DEVELOPMENT PROGRAM REQUEST FOR BOOK REIMBURSEMENT



STUDENT INSTRUCTIONS:

This Reimbursement Certificate is to be completed to receive reimbursement for MANDATED books. The Tuition Assistance Plan requires verification of books with the original receipt and a copy of your class schedule. The following is requested of you in order to obtain reimbursement from USWA/US Steel Midwest Plant Career Development.

- Fill Out Section 1 - 4 of this Reimbursement Certificate
- Sign the Reimbursement Certificate
- Attach Original Receipts and a copy of class schedule

1. PLEASE TELL US ABOUT YOURSELF:

I am requesting reimbursement from USWA/Career Development for **REQUIRED BOOKS** totaling \$ _____. I have already paid these costs out of pocket for the term beginning _____

Name: _____ Plant Site: Midwest Operations
 Address: _____ City: _____ State: _____ Zip: _____
 Home Phone: _____ Plant Phone: _____ USWA Local # _____
 Social Sec #: _____ - _____ - _____ Badge #: _____ Date of Birth: _____ / _____ / _____

2. PLEASE TELL US ABOUT THE SCHOOL YOU ARE ATTENDING:

School Name: _____ Degree Seeking: _____
 Term starts on: _____ / _____ / _____ Term ends on: _____ / _____ / _____

3. BOOK INFORMATION:

	Book Name:	Course Name:	Course #:	Amount:
1	_____	_____	_____	\$ _____
2	_____	_____	_____	\$ _____
3	_____	_____	_____	\$ _____
4	_____	_____	_____	\$ _____
5	_____	_____	_____	\$ _____
6	_____	_____	_____	\$ _____
7	_____	_____	_____	\$ _____
				TAX \$ _____
				TOTAL \$ _____

4. I AGREE THAT:

- ❖ This Request covers required books only.
- ❖ When finished with my class, I will send proof of completion to Career Development.
- ❖ I authorize the school to release information.

 Student Signature Date