



# 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	_____	_____	_____	\$ _____
				<b>TAX</b> \$ _____
				<b>TOTAL</b> \$ _____

## 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