



2720 Riverside Drive, PO Box 5013 • Port Huron, MI 48061-5013 • (810) 984-3101 • www.phasd.us

Dual Enrollment Textbook Reimbursement Request Form

- Please complete this form and attach receipts -

Student Name

Date

School

Issue Reimbursement to:

Please Print Clearly

Name
Address
City, State ZIP

Guided steps for obtaining your college textbook(s):

1. Verify the textbook/materials you will need for the specific course/instructor you are enrolled for.
2. We recommend you RENT the textbook from the college bookstore, Amazon, or Chegg.com
3. If the textbook is not available to rent, you may also purchase the textbook from the options above.
4. If the total cost of the book(s) exceeds the cap for reimbursement you will only be reimbursed for the allowable amount.
5. If you rent or purchase a textbook, the receipt must be submitted to your counselor within two weeks of the course starting, so it can be submitted for reimbursement.
6. A W9 Form must be completed for the person receiving the requested reimbursement payment.
7. Reimbursements will be issued at the end of the semester upon successful completion of the course.