

## EXAMPLE OF A TUITION REIMBURSEMENT LETTER

(This is an example of the required information for reimbursement for external coursework – the actual document must be printed on the college's "official" letterhead)

**DATE**

**NAME**  
**ADDRESS**  
**CITY, STATE, ZIPCODE**

To whom it may concern:

RE: (Name of College) Student's Name and Billing Account #

The above referenced student has successfully completed the course listed below and has been assessed and has paid the following (Name of College) charges:

<u>(Indicate Semester/Year)</u>	<u>Amount – Tuition Fees Only</u>	<u>Name of Course</u>
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Sincerely,