

Degree or Certificate Program Required Specialized Materials / Supplies REIMBURSEMENT FORM 2021

Every comprehensive fee paying enrolled student in good standing is eligible for ONE Degree or Certificate Program Required Specialized Materials and/or Supplies reimbursement of up to **\$75.00 per semester.**

Request for reimbursement must be received **prior** to the last SGA open meeting of the semester you are seeking reimbursement for.

Checks will be mailed to your address as listed on the form.

Regulations/Rules:

- This Reimbursement Covers Specialized Materials and/or Supplies required for your Program of Study.
 - Examples (but not limited to) include: Stethoscope, Laptop, Computer Hardware or Software, Specialized Calculator, Scrubs, Program Required Tools, etc.

Required Documentation: Check off the following required items and attach to this form

- Proof the specialized material and /or supply is required for the RVCC Program you are enrolled in – examples include (but are not limited to): listed in the syllabus, per an email from your Instructor, per Course Description, etc.
- Proof of payment – Receipt of Purchase, Paid Invoice, Order Confirmation with Proof of Payment

Date: _____

Please make check payable to: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Amount: \$ _____ Charge to Account/Club: _____

For What Purpose: _____
(Please be Specific)

Student ID:

Student Email:

Student Name (print):

Mailing Address:

Phone:

Signature of Student:



River Valley Community College
Student Government Association

SGA REQUIRED APPROVAL SIGNATURES

SGA President or VP:

SGA Treasurer:

SGA Advisor:
