

# OUTSIDE REIMBURSEMENT FORM



## SUBMIT PRIOR TO THE FIRST DAY OF CLASS

Each student is responsible to pay for tuition, fees and books for school. For those students who receive a reimbursement from an approved outside source such as an employer or organization, OC Financial Services will work with you to defer payment.

Each student is responsible for working with their outside source to ensure payment to the university.

If you receive or apply for federal aid, outside reimbursement benefits must be reported to OC's Financial Services.

**TERM:** \_\_\_\_\_ SPRING 1 \_\_\_\_\_ SPRING 2 \_\_\_\_\_ SUMMER 1 \_\_\_\_\_ FALL 1 \_\_\_\_\_ FALL 2 \_\_\_\_\_ WINTER 1

I, \_\_\_\_\_ OC ID# \_\_\_\_\_, authorize Oklahoma Christian University to release any and all information necessary to my outside source, \_\_\_\_\_, for the purpose of obtaining payment from the outside source for classes I have completed at OC. The information provided will be determined by the requirements of the outside source's tuition reimbursement policy. It will include, but may not be limited to, an itemization of the courses I have taken and the grades I earned in those courses.

\_\_\_\_\_ Student

Signature Date

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### TO BE COMPLETED BY OUTSIDE SOURCE

Outside Source: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Reimbursement Amount/Percentage: Tuition \_\_\_\_\_ Fees \_\_\_\_\_ Books \_\_\_\_\_

Expected Date of Payment: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature of Certifying Official Date