

# Office of Financial Aid

## Request for Reimbursement 2024-2025

Application to request for reimbursement for school related expenses paid out of pocket by the student; or transfer of funds with scholarships or other funding sources.



STUDENT INFORMATION	
Student Name:	Student ID:
Student Address:	Student Date of Birth:
City, State, Zip:	Student Email:
Student Phone:	Student Alternate Phone:

REIMBURSEMENT REQUEST
Please reimburse my out-of-pocket expenses for: Term: _____ Amount: _____ (Must submit a copy of original receipts)

RELEASE OF FUNDS REQUEST
Please release funds to student from: Scholarship: _____ Term: _____ Amount: _____ (Must provide us with a confirmation of release or a letter from foundation/donor)

TRANSFER OF FUNDS REQUEST	
Please transfer remaining balance(s) from non-Grayson scholarship(s) to another institution or return funds to foundation.	
Name of Institution, Foundation or Donor:	Student ID at new institution (if applicable):
Attn:	
Address:	City, State, Zip:

SIGNATURE		
By signing I understand: <ul style="list-style-type: none"><li>➤ I must review the terms of my scholarship from the foundation/donor before I request the reimbursement.</li><li>➤ I may receive a reimbursement for out-of-pocket expenses for tuition, fees, books and supplies. I am required to submit original receipts for educational expenses.</li><li>➤ If I am requesting the remaining balance of non-Grayson scholarship(s) I must have my sponsor contact Grayson's Financial Aid Office with a release authorization.</li><li>➤ Request(s) for reimbursement may take 3-4 weeks to process.</li></ul>		
Student Printed Name:	Student Signature:	Date:

FINANCIAL AID OFFICE USE ONLY		
Fund Code(s)	Amount	Action
		<input type="checkbox"/> Pay Bill <input type="checkbox"/> Reimburse <input type="checkbox"/> Other
		<input type="checkbox"/> Pay Bill <input type="checkbox"/> Reimburse <input type="checkbox"/> Other
Notes:	FAO:	Date:

Send forms to: Grayson College Financial Aid Office • 6101 Grayson Drive, Denison, TX 75020-8299

Email forms to: [financialaid@grayson.edu](mailto:financialaid@grayson.edu) • Fax forms to: 903.463.3908

Students are REQUIRED to use their GC canvas account or their GC email account for all electronic communication. GC faculty and staff will not reply to student communication that is sent through an email account other than their GC issued email account or canvas account in order to ensure the identity of the student when communicating electronically.