

## Request for Reimbursement of Online Course Fee

### ONLINE COURSE INFORMATION

Name of Course: \_\_\_\_\_ Course Number: \_\_\_\_\_

Institution Offering Course: \_\_\_\_\_

Date(s) Course Taken: \_\_\_\_\_ to \_\_\_\_\_ Course Fee: \$ \_\_\_\_\_ (please attach receipt of payment)

Grade Student Earned in the Course: \_\_\_\_\_ (Please attach verification of letter grade from online course)

Instructor Name: \_\_\_\_\_ Instructor Email: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

### PAYEE INFORMATION

Make the reimbursement check payable to: \_\_\_\_\_

Address: \_\_\_\_\_

City

State

Zip

Email of Payee: \_\_\_\_\_ Phone # of Payee: \_\_\_\_\_

For Office Use Only

Approved By: \_\_\_\_\_

### MLHS Policy on Reimbursement

- Documentation and final grade should be submitted to MLHS Guidance Office for online courses that are taken.
- MLHS will reimburse the student for the cost of taking an on-line course that is not offered in the MLHS curriculum when the student completes the course and submits proof of payment and a final grade. (Up to \$300)
- If the course is a full year course, the student must complete both semesters to receive reimbursement.
- MLHS will not reimburse the student for textbooks, software, and required materials for online courses. Students will purchase these on their own and will be the owners of this material.
- MLHS will not reimburse the cost for any credit recovery course.
- If the online class is being taken for a college credit, the grade from the college must be submitted to Mrs. Nass.
- **Reimbursement Paperwork must be submitted to the Guidance Office within three weeks after completion of class**

**Please Attach Grade and Proof of Payment (copy of the check) to this form**

Julie Nass, Guidance Counselor & Registrar

[jnass@mlhslancers.org](mailto:jnass@mlhslancers.org)

920-682-0215 x502

Joel Ungemach, Asst. Principal: Dean of Academics

[jungemach@mlhslancers.org](mailto:jungemach@mlhslancers.org)

920-682-0215 x333