TUITION/CONFERENCE REIMBURSEMENT

CHARTER ACADEMY NAME:

IS THIS SCHOOL MANAGED BY NATIONAL HERITAGE ACADEMIES?

☐ NO ☐ YES IF, YES PLEASE MAKE CHECKS PAYABLE TO NATIONAL HERITAGE ACADEMIES
3850 BROADMOOR SE SUITE 201, GRAND RAPIDS, MI 49512

School Address: 123 School Road, Suite A, Grand Rapids, MI 123456

Phone: 555-555-5555
Fax: 555-555-5555
E-mail: your@email.here

INVOICE

Date: _____

STUDENT INFORMATION:

Student Name: _____
Student G Number: _____
Job Title: _____

BILL TO:

Charter Schools Office

I acknowledge that reimbursement payments will be made to my charter school or applicable educational management company. In return, my charter school or applicable educational management company will reimburse my qualified tuition expense(s).

By my signature I assert and certify that the information provided is, to the best of my knowledge, true and complete.

X_____
Student Signature

DATE	COURSE/CONFERENCE	CREDITS/DAYS	AMOUNT DUE
		TUITION TOTAL	$0.00
		REIMBURSEMENT TOTAL *SHOULD EQUAL 50% OF TUITION TOTAL	$0.00

Supporting documentation is **REQUIRED** for reimbursement. GVSU does not reimburse fees incurred.

Please attach:

- Proof of payment/receipt
- Unofficial transcript.

Submit invoice with supporting documentation to:

Grand Valley State University
Business & Finance Office
1 Campus Drive
201 Lake Michigan Hall
Allendale, MI 49401

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