

Reimbursement Procedure

If you are not seeking pre-approval.

1.



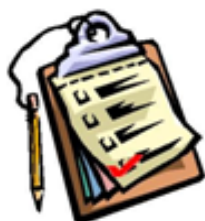
Attend classes.

2.



Make a copy of the course description and fee schedule.

3.



Complete the Reimbursement Application. Do not check the pre-approval box.

4.



Make a copy of your grade and proof of payment (paid statement, credit card statement, or both sides of a cancelled check). Please allow 30 days to process payment.

5.



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