

Reimbursement/Third-Party Statement Request Form



Session required: SUMMER _____ Yr. FALL _____ Yr. WINTER _____ Yr.

Please complete a separate form for each award being reported.

_____ Awarding Organization/Employer

Outside Scholarship University authorization or receipt required by payer check attached

Third Party Voucher/Authorization attached.

To receive my tuition reimbursement, I need a copy of my statement of account. I understand that it will contain information as related to the full session (sub-session information will not be separated on the billing document).

Send by:

Email _____ Fax _____ Mail to my address of record

Name _____

ID # _____

Signature _____

Date _____

Statement requests may be submitted in person or mailed to:

Office of Student Accounts
Siena Heights University
1247 E Siena Heights Drive
Adrian, MI 49221

OR

E-mail: studentaccounts@sienaheights.edu
FAX: 517-264-7728

By signing this request form:

I understand that if I have received or intend to utilize financial aid to cover any portion or the session charges, it is my responsibility to report the amount of this reimbursement in writing to the Financial Aid Office at finaid@sienaheights.edu or fax: 517-264-7735

It's important to note that the amount of tuition reimbursement a student receives from his or her employer must be reported when the student applies for financial aid. Tuition reimbursement counts toward the total financial sources of the student, so this amount will be considered when the amount of aid to be awarded is determined. As a result, tuition reimbursement could mean that a student receives a lower amount of aid than they would have without it. In some cases, tuition reimbursement could also mean that students do not receive financial aid benefits at all, and if students receive an excess of financial aid, it could even result in having to pay back some portion of already received funds.