

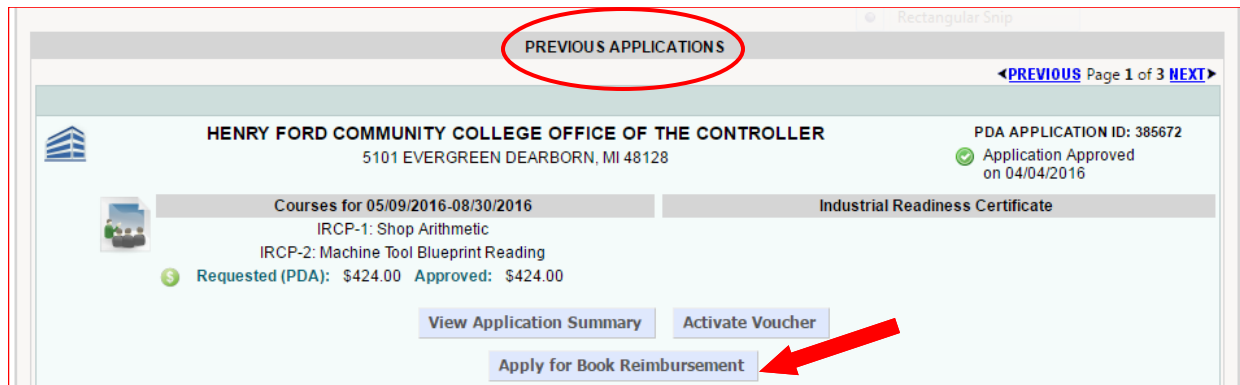


How to Apply for a Textbook Reimbursement



www.uawford.org/edtp/ircp

1. Wait until the course drop date has passed
2. Log into your tuition assistance account on www.myuawford.com
3. Click on Employee Tuition Assistance Applications
4. On the Employee Tuition Assistance Applications page you will see a section that says Previous Applications. Locate your course application there
5. Click on the **Apply for Book Reimbursement** button associated with that application (See below)



6. Fill out reimbursement application by selecting course and inputting book name and cost. Click **Add Book** if applying for more than one book reimbursement (See below)

Education Provider HENRY FORD COMMUNITY COLLEGE OFFICE OF THE CONTROLLER 5101 EVERGREEN DEARBORN, MI 48128	Program and Term Information (BOOK) <table border="1"> <tr> <td>Program Type</td> <td>Student ID</td> </tr> <tr> <td>Industrial Readiness Certificate</td> <td></td> </tr> <tr> <td>Term Begin Date</td> <td>Term End Date</td> </tr> <tr> <td>05/09/2016</td> <td>08/30/2016</td> </tr> <tr> <td colspan="2">Receipt Sent Via</td> </tr> </table>	Program Type	Student ID	Industrial Readiness Certificate		Term Begin Date	Term End Date	05/09/2016	08/30/2016	Receipt Sent Via	
Program Type	Student ID										
Industrial Readiness Certificate											
Term Begin Date	Term End Date										
05/09/2016	08/30/2016										
Receipt Sent Via											
Books for Reimbursement											
Book Name <input type="text"/>	Amount Requested for Book Reimbursement <input type="text"/>										
Course for Which Book is Required IRCP-1: Shop Arithmetic											
<input type="button" value="+ Add Book"/>											

7. Write your name and application number on the book receipt and upload into book reimbursement application online:
8. Electronically submit your application
9. Following approval, your check will be mailed to you in about 2 weeks