

GULL LAKE COMMUNITY SCHOOLS
DUAL ENROLLMENT

Textbook Reimbursement- **Winter/Spring Semester 2023**

1 BOOK PURCHASE

Please rent or purchase all needed textbooks at the beginning of the semester. Make sure you save your receipt! We do not reimburse for notebooks, pens, folders, ect. **Please print out electronic receipts. We cannot take copies of your bank statement showing you have a payment made to a bookstore. *Remember the School only reimburses the amount left of your state allotment after tuition is paid, you may not be receiving all funds back. If you paid an overage charge for a class that means there are NOT funds remaining.**

Please make sure you return ALL rentals- Gull Lake is not responsible for fees that occur because a student did not return a rental book.

2 FILL OUT A TEXTBOOK REIMBURSEMENT FORM

DO NOT SUBMIT MULTIPLE FORMS AT DIFFERENT TIMES-This will delay your refund. Please fill out the top portion of the next page and include your **original purchase/rental receipt(s)**. If you're a family with more than one student taking Dual Enrollment and having the refund sent to the same person please fill out **ONE** form and include all students' names at the top. **MAIL(or dropoff to Administration or HS building)** your form and receipts **by May 12th** to

Gull Lake Schools Administration Office
10100 E D Ave, Richland, MI 49083
Attn:Cindy Belz-Book reimbursement

DO NOT EMAIL FORMS

3 REFUND

Once everything has been received, the business office will calculate your refund up to the amount allotted by the state. Check processing takes 2-3 weeks **after the colleges have forwarded the grades to Gull Lake.**

Questions? Please Contact Cindy Belz at cbelz@gulllakecs.org or 269-548-3423

Please **Do NOT Email** me your forms- Follow the directions in step 2.

GULL LAKE COMMUNITY SCHOOLS
DUAL ENROLLMENT
TEXTBOOK REIMBURSEMENT FORM-**Winter/Spring 2023 ONLY**

Name of Student(s): _____ Grade(s) _____

Which Building/Program does your student attend(please circle)

Gull Lake High School Gull Lake Virtual Partnership Early College-13th year

Please make check payable to:

Name	
Street address	
City, State, Zip	
Phone & email	

***Please include original purchase receipts**

Mail to Gull Lake Schools Administration Office 10100 East D Ave, Richland, MI 49083 Attn: Cindy Belz-Book reimbursement **by May 12th** Check processing takes approximately 2-3 weeks and does not start till Mid May. If any information is missing, it will delay processing. **Do NOT Email** your forms
Please do not write below this line.

FOR INTERNAL USE ONLY

Date Received: _____

\$	Allowable amount per class (HS \$621) (Virtual Partnership \$725)
	x number of classes
\$	= total allowable expense
\$	-- less tuition paid by GLCS
\$	= remaining funds available for reimbursement

ASN 16759 Dual Enroll Supply

\$	Total amount of original purchase receipts

Reimbursement amount is the lesser of the two totals

Calculated by: _____

Approved by: _____

Grades checked _____

Total Reimbursement
\$ _____