

## Transcripts and sample proof of payments

**All proof-of-payment documentation and official transcripts must be submitted to Human Resources within 90 days of the last class of the course to be considered for reimbursement.**

### **A. What do I need to submit to be reimbursed for tuition?**

1. **Official Transcript** - Unopened official hard copy transcript from the University (it does not have to be mailed directly from them)
2. **Proof of payment**

#### Proof of Payment\*\*

**\*\*To protect your credit and privacy, we no longer accept copies of checks or bank/credit card statements. Only receipts from the institution are accepted.**

Most proof of payments can be obtained through your institution's online student account where you access your email.

Minimum requirements (**in bold**) for sufficient proof of payment are as follows:

- A. Student name**
- B. School name**
- C. Tuition amount no fees included**
- D. Term**
- E. Total payment made**
- F. Other i.e. discounts, scholarships, grants etc.

#### See samples by school:

[Arcadia](#)  
[Cabrini](#)  
[Gratz](#)  
[Immaculata](#)  
[LaSalle](#)  
[Neumann](#)  
[Penn State](#)  
[Saint Joseph's](#)  
[Temple](#)  
[University of the Arts](#) or [Sample 2](#)  
[University of Penn](#)  
[Villanova](#)  
[West Chester](#)  
[Widener](#)  
[Wilkes](#)

### **B. How and when will I get my reimbursement?**

- All reimbursements are included within your paycheck\*\*\*. Please check your stub to see which course(s). Note: You can see your pay stub on the EAC (Employee Access Center) under the "For Staff" tab on the District's site ([www.WCASD.net](http://www.WCASD.net)). Username is your full email and password is the last 4 digits of your SS#.
- When you get your reimbursement depends on various factors. Please allow time for interoffice mail, holidays, vacations and volume peak times of semester's ending.

\*\*\*Checks are sent to your home address during the summer months