

GULL LAKE COMMUNITY SCHOOLS  
DUAL ENROLLMENT  
Textbook Reimbursement- **Fall Semester 2024**

**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.-try to purchase other items separately**
- **Please print out electronic receipts.**
- **We cannot take copies of your bank statement showing you have a payment made to a bookstore.**
- **Please make sure that we can tell what you purchased, we cannot reimburse if we can't see what it is for-handwriting it in does NOT qualify.**

**\*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 building or HS Guidance office)** your form and receipts **by January 10th** 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](mailto:cbelz@gulllakecs.org)

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

GULL LAKE COMMUNITY SCHOOLS  
DUAL ENROLLMENT  
TEXTBOOK REIMBURSEMENT FORM-Fall 2024

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 yr only

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 January 10th** Check processing takes approximately 2-3 weeks and does not start till Mid January. 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 \$685) (Virtual Partnership \$800)
	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  
\$ \_\_\_\_\_