GULL LAKE COMMUNITY SCHOOLS
DUAL ENROLLMENT
Textbook Reimbursement- ***Summer/Fall Semester 2025***

1. BOOK PURCHASE

Please rent or purchase all needed textbooks at the beginning of the semester. Be sure to save your receipt!

- We do not reimburse for notebooks, pens, folders, etc. Please purchase other items separately.
- Please print any/all electronic receipts.
- We cannot accept bank statements as proof of payment to a bookstore.
- Please ensure that the purchase details are clearly visible. We cannot provide reimbursement if the purpose of the purchase is unclear.
- Please return all rented books. Gull Lake is not responsible for any fees incurred due to unreturned rentals.

Please note that the school reimburses only the remaining balance of your state allotment after tuition has been paid. As a result, you may not receive a full reimbursement.
For example, an overage charge for a class indicates that no funds remain for reimbursement.

2. COMPLETE THE TEXTBOOK REIMBURSEMENT FORM

Please fill out the top portion of the next page**.** If your family has multiple students enrolled in Dual Enrollment and the refund is being sent to the same recipient, please submit a single form and list all students' names at the top. **PLEASE DO NOT SUBMIT MULTIPLE FORMS; this will delay your refund**.

3. Mail Form with ORIGINAL receipts

Please MAIL the completed form along with all ORIGINAL purchase/rental receipts to the address below. **Forms and receipts must be received by December 19, 2025**

Attn: Alyssa Schuck-Book Reimbursement
Gull Lake Community Schools Administration Office
10100 East D Ave, Richland, MI 49083

(Forms and receipts may also be dropped off at the Gull Lake High School Guidance Office.)

4. REFUND

Once all required documents have been received, the business office will process your refund up to the maximum amount allotted by the state. *Payment processing takes approximately 2-3 weeks after the colleges submit grades to Gull Lake.*

Questions? Please contact Alyssa Schuck at aschuck@gulllakecs.org
Please do NOT email forms or receipts.

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TEXTBOOK REIMBURSEMENT FORM - ***Summer/Fall 2025***

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

Which building or program does your student attend? (Please circle one)

Gull Lake High School Gull Lake Virtual Partnership YEAR 13 Early College

Please make the refund check payable to:

Name	
Street address	
City, State, Zip	

Phone & email	

Please include original purchase receipts and MAIL (or drop off) by December 19 to:

Attn: Alyssa Schuck-Book Reimbursement
Gull Lake Community Schools Administration Office
10100 East D Ave, Richland, MI 49083

Check processing takes approximately 2-3 weeks after grades are received from colleges. ***Please do not email*** forms or receipts.

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*

$	*Total amount of original purchase receipts*

Reimbursement amount is the lesser of the two totals

*Calculated by:*_____

*Approved by:*_____ *Total Reimbursement:* $_____

*Grades checked*_____ *ASN 16759 Dual Enroll Supply*