



# How to Apply for a Textbook Reimbursement



**Book reimbursements cannot be processed until after course start date and must be submitted no later than 90 days after course start date.**

1. Log into your tuition assistance account on [www.myuawford.com](http://www.myuawford.com)
2. Click on Employee Tuition Assistance Applications
3. On the Employee Tuition Assistance Applications page you will see a section that says "Previous Applications". Locate your course application there
4. Click on the **Apply for Book Reimbursement** button associated with that application (see below)

5. 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)

<b>Education Provider</b> HENRY FORD COMMUNITY COLLEGE OFFICE OF THE CONTROLLER 5101 EVERGREEN DEARBORN, MI 48128	<b>Program and Term Information for BOOK Application</b> <table border="1"> <tr> <td>Program Type</td> <td>Student ID</td> </tr> <tr> <td>Assoc. of Arts - Business Administration</td> <td>1223456</td> </tr> <tr> <td>Term Begin Date</td> <td>Term End Date</td> </tr> <tr> <td>09/05/2017</td> <td>12/14/2017</td> </tr> <tr> <td colspan="2">Receipt Sent Via</td> </tr> </table>	Program Type	Student ID	Assoc. of Arts - Business Administration	1223456	Term Begin Date	Term End Date	09/05/2017	12/14/2017	Receipt Sent Via	
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<b>Books for Reimbursement</b> <table border="1"> <tr> <td>Book Name</td> <td>Amount Requested for Book Reimbursement</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Course for Which Book is Required</td> <td></td> </tr> <tr> <td>ACCT 101: FUNDAMENTALS OF ACCOUNTING</td> <td></td> </tr> </table>	Book Name	Amount Requested for Book Reimbursement	<input type="text"/>	<input type="text"/>	Course for Which Book is Required		ACCT 101: FUNDAMENTALS OF ACCOUNTING		
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<b>Proof of Payment Verification</b> You must upload a copy of your receipt(s) showing that you have paid for your books. You will need an electronic copy of your receipt so that you can upload it. <p style="text-align: center;"><b>At Least One Receipt Must Be Uploaded</b></p>
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6. Write your name and application number on the book receipt and upload with book reimbursement application
7. Electronically submit your application
8. Following approval, your check will be mailed to you in about 2 weeks