

How to Apply for a Textbook Reimbursement

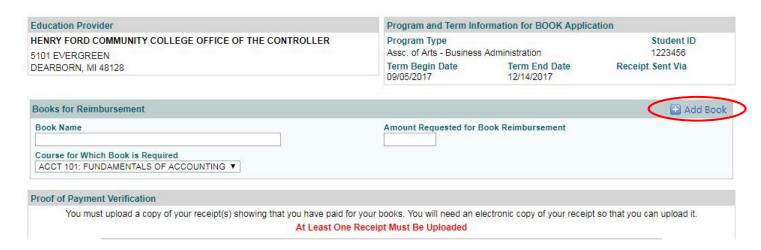


Book reimbursements cannot be processed until after course start date and must be submitted no later than 90 days after course start date.

- 1. Log into your tuition assistance account on www.myuawford.com
- 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)



- 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

