TUITION/FEE REIMBURSEMENT VERIFICATION FORM OF CLASS COST AND/OR PAYMENT

If you have any questions about this form, please contact the BSC Student Finance Office
Schafer Hall, PO Box 5587, Bismarck, ND 58506-5587
Last name A-H: 701-224-5533, Last name I-R: 701-224-5691, Last name S-Z: 701-224-5706
BSC.Studentfinance@bismarckstate.edu

Tuition and fees are due upon your respective class start date, according to your study list. If a class(es) is added after the first day of the semester, those charges would be due upon enrollment. Failure to pay semester costs by the due date for the semester will result in late fees and/or holds on student accounts.
THIS REQUEST WILL NOT BE PROCESSED IF STUDENT HAS AN OUTSTANDING BALANCE.

Student Name: _____ Year/Term (one term per request): _____

Student Email: _____ Student ID #: _____

Students are required to fill in and sign areas highlighted in blue.
This request will be processed after grades have been posted for the listed class(es)

Subject	Class	Credits	Tuition	Non-EPCE Rate	Class Fee	Mandatory Fees (Applied to first 12 Cr Hr)	Waiver/Credit amount	**TOTAL COST Per Class**	**FINAL GRADE**
	Totals								

The costs listed above are the amounts charged for the classes as of the date this form was completed and do not reflect any payments, scholarships, grants, loans, third party payments, etc. To obtain the actual payments applied to the account, the student must authorize approval below to submit a total breakdown of the student account.

Select one
○ yes ◉ no Provide the company listed below a copy of my Student Account Summary listing all charges, payments, waivers, scholarships, grants, loans, etc.

I authorize BSC Student Finance and Academic Records to release all student information as requested above to the company listed below.
I understand only the information listed or requested will be provided for the specified term only if my student account is in good standing.
If my account is not in good standing, I understand a new request will be required at the time my account is in good standing.

_____ _____
Student Signature Date Submitted

All documentation will be mailed/emailed to the address listed below (NO EXCEPTIONS) - allow 10 days for processing.

Release to:

Click to Email Form to Student Finance

Company Name: _____
Department: _____
Attn: _____
Address: _____
City, State, Zip Code: _____
Company Email: _____

Select how to send Tuition Reimbursement documentation:
○ Mail
◉ Email

Students have access to view and/or print their Account Summary and unofficial transcript by signing into Campus Connection 24/7.
Account Summary - From the student home page, click Financial Account, then Account Summary (provides breakdown of account by term)
Unofficial Transcript - From the student home page, click Academic Records, then view Unofficial Transcript

In a hurry for the above information? Sign into your Campus Connection and print out the above information for your HR or Management Office to prove authentication.

Financial information provided by BSC Student Finance: Grade information provided by BSC Academic Records:

BSC Student Finance Stamp BSC Academic Records Stamp

Disclaimer: This form is not valid without Bismarck State College Student Finance and Academic Records electronic signatures above.