

GULL LAKE COMMUNITY SCHOOLS
DUAL ENROLLMENT
INSTRUCTIONS FOR TEXTBOOK REIMBURSEMENT

1 BOOK PURCHASE

Please rent or purchase all needed textbooks at the beginning of the semester. Make sure you save your receipt! **Please print out electronic receipts.**

2 BOOK SELL BACK

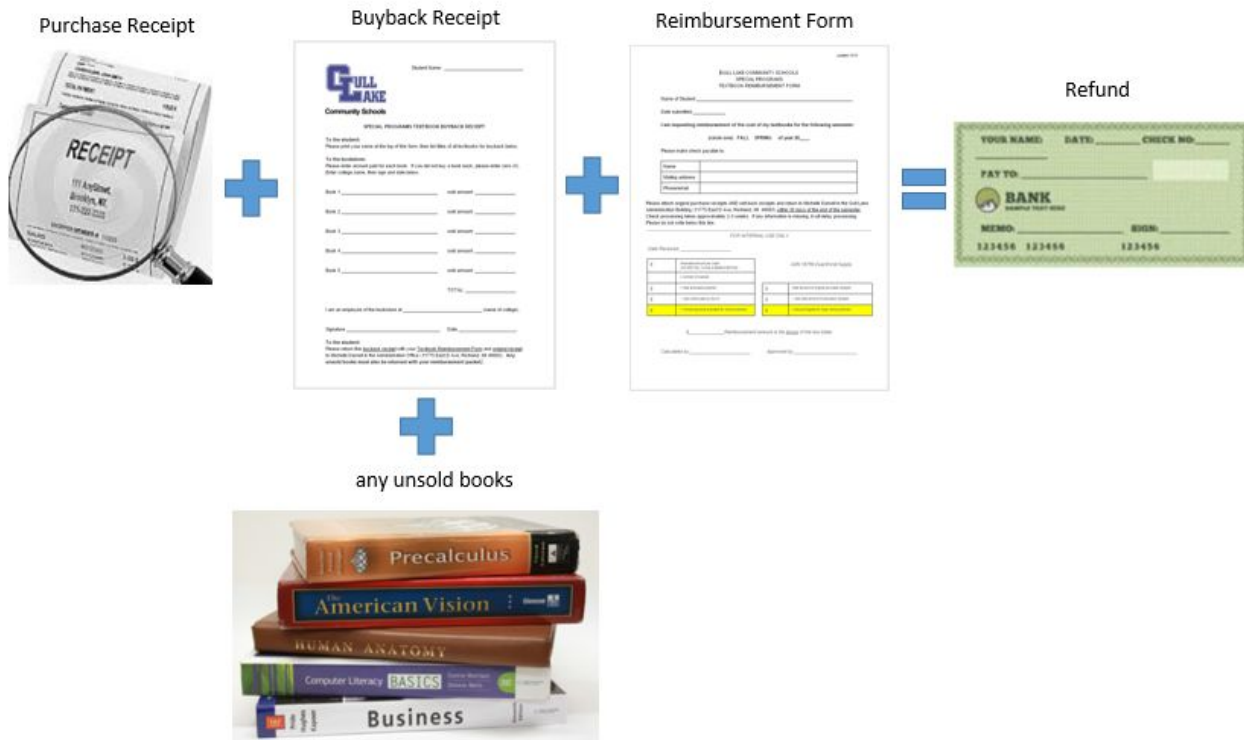
At the end of the semester, you **MUST** attempt to sell back your books. A Buyback Receipt form is available for you to take to the bookstore. Please make sure ALL books are accounted for (i.e. if you purchased three books, you need to list all three books on your Buyback Receipt. Have the bookstore employee fill out the amount paid for each book, then have them sign and date the receipt. **For rentals, please print out a screenshot showing your book status has changed to “returned”.**

3 FILL OUT A TEXTBOOK REIMBURSEMENT FORM

Please fill out the top portion and attach both your **original purchase/rental receipt(s) AND your buyback/rental return receipt(s)**. Send your form and receipts **by** the last Friday in January(1st Semester) and Last Friday in May(2nd Semester) to Cindy Belz in the Central Office (10100 E D Ave, Richland, MI 49083). **If you have any books that were refused buyback, you must turn the books in with your reimbursement form.**

4 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.



All forms are available from your High School Counselor or the Principal of Early College and Special Programs.

GULL LAKE COMMUNITY SCHOOLS
DUAL ENROLLMENT
TEXTBOOK REIMBURSEMENT FORM

Name of Student: _____

Date submitted: _____

I am requesting reimbursement of the cost of my textbooks for the following semester:

(circle one) **1st Semester** **2nd Semester** School Year _____

Please make check payable to:

Name	
Mailing address	
Phone/email	

Please attach original purchase receipts AND sell back receipts or rental return confirmation

Return to Cindy Belz at the Gull Lake Administration Building (10100 East D Ave, Richland, MI 49083) by the last Friday in January (1st Semester) or Last Friday in May(2nd Semester) Check processing takes approximately 2-3 weeks and does not start till mid January/May. If any information is missing, it will delay processing.

Please do not write below this line.

FOR INTERNAL USE ONLY

Date Received: _____

\$	Allowable amount per class (HS \$549.57) (Virtual & Bedford 641.17)
	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
\$	-- less total amount of sold back receipts
\$	= amount eligible for book reimbursement

\$ _____ Reimbursement amount is the lesser of the two totals

Calculated by: _____

Approved by: _____



Student Name: _____

Community Schools

DUAL ENROLLMENT TEXTBOOK BUYBACK RECEIPT-Not Rentals

To the student:

Please print your name at the top of this form, then list titles of all textbooks for buyback below.

Any unsold books must also be returned with your reimbursement packet.

To the bookstore:

Please enter **buyback** amount paid for each book. **If you did not buy a book back, please enter zero (0).** Enter college name, then sign and date below.

Book 1 _____ buyback amount: _____

Book 2 _____ buyback amount: _____

Book 3 _____ buyback amount: _____

Book 4 _____ buyback amount: _____

Book 5 _____ buyback amount: _____

TOTAL: _____

I am an employee of the bookstore at _____ (name of college).

Signature _____ Date _____

To the student:

Please return this Buyback Receipt with your Textbook Reimbursement Form and Original Receipt to Cindy Belz in the Administration Office (10100 East D Ave, Richland, MI 49083).

Any unsold books must also be returned with your reimbursement packet.