



GULL LAKE COMMUNITY SCHOOLS
DUAL ENROLLMENT
TEXTBOOK REIMBURSEMENT - **Fall Semester 2020-ONLY**

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. ***Remember the School only reimburses the amount left of your state allotment after tuition is paid, you may not be receiving all funds back. If you paid an overage charge for a class that means, there are NOT funds remaining.**

2 BOOK SELL BACK - You can review what your college is doing and participate as you wish for this semester only. We will not be expecting you to submit this to Gull Lake and we are not expecting you to return books to us if unsold. This is for this Semester only due to the Social distancing rules set forth by the state.

Please make sure you return ALL rentals- Gull Lake is not responsible for fees that occur because a student did not return a rental book.

3 FILL OUT A TEXTBOOK REIMBURSEMENT FORM

DO NOT SUBMIT MULTIPLE FORMS AT DIFFERENT TIMES-This will delay your refund. Please fill out the top portion and include your **original purchase/rental receipt(s)**. If you're a family having the refund sent to the same person you may fill out one form and include all students' names at the top. Send your form and receipts **by January 15th** to

Gull Lake Schools Administration Office
10100 E D Ave, Richland, MI 49083
Attn: Cindy Belz - Book reimbursement

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 **after the colleges have forwarded the grades to Gull Lake.**

Questions? Please Contact Cindy Belz at cbelz@gulllakecs.org



GULL LAKE COMMUNITY SCHOOLS

DUAL ENROLLMENT

TEXTBOOK REIMBURSEMENT FORM - **Fall Semester 2020 ONLY**

Name of Student: _____

Date submitted: _____

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

_____ Summer 2020 _____ Fall 2020

Please make check payable to:

Name	
Street address	
City, State, Zip	
Phone/Email	

***Please include original purchase receipts**

Mail to Gull Lake Schools Administration Office 10100 East D Ave, Richland, MI 49083 Attn: Cindy Belz - Book reimbursement **by January 15th** Check processing takes approximately 2-3 weeks(possibly longer due to social distancing rules) and does not start till End of January. 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 \$586) (Virtual Partnership \$685)
	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/NA
\$	= amount eligible for book reimbursement

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

Calculated by: _____

Approved by: _____

Grades checked: _____