Bernard Kleiman
JOBLINK
Learning Center
Your Link to Lifelong Learning

T.A.P. Book Reimbursement Application
(A separate application must be completed for each course taken)

You must provide the following:
- **Official Grade from Institution**
- **Completed Book Reimbursement Application**
- **Signature of Instructor or Class Syllabus Noting the Required Text**
- **Itemized Receipt from Bookstore**
  1. *Circle the Cost of the Book*
  2. *Have name of Bookstore on receipt*

Name of Applicant_____ **Payroll#**_____

Address_____

University/Institution_____

Course Title_____

Date Started _____**Date Completed**_____

Name of Instructor_____

COURSE NUMBER	BOOK TITLE	COST
	Total Cost	
	Tax	
	Total Reimbursement	

Signature of applicant _____ **Date**_____

To the Instructor:

Your signature verifies that the book(s) listed above is/are the required text(s) for your course.

_____   _____
Instructor's Signature   Date

Approved by_____ **Date**_____ **Amount $**_____

Guidelines for T.A.P. Book Reimbursement

JobLink's T.A.P. Book Reimbursement Policy became effective April 14, 1993

Participants eligible for the Tuition Assistance Program (T.A.P.) may be reimbursed for the *required* texts of *approved* tuition assistance courses. Participants are required to provide accurate and timely documentation to JobLink personnel. This documentation must contain the following:

- **The completed book reimbursement application.**
  This application must provide the name of the course, book title, author, and price of the book. The book reimbursement application must be validated by the instructor's signature. If the instructor's signature cannot be obtained, a class syllabus noting the required text will be accepted.

- **A receipt must be submitted for the book reimbursement.**
  This receipt must have the name of the bookstore listed as well as the cost of the book circled. An itemized receipt is preferred. At most bookstores, this receipt must be requested at the time of purchase. ***Unless otherwise indicated, Indiana tax rate will be paid on the cost of the book. For out of state purchases, the address of the bookstore must be on the receipt.***

- **Proof of course completion i.e. grades, certificate, ect. must be submitted.**

Please allow two weeks to approve and process book reimbursements. Only required texts of approved courses may be reimbursed. (Suggested readings are not reimbursable.)

Submission of false documentation will result in a review by the JobLink sub-committee and may incur a 12-month probation from the Tuition Assistance Program and/or require return of payment to JobLink.