



Bursar's Receipt and Invoice Request Form

A Bursar's receipt is a paid in full statement which can be presented to Human Resources departments for reimbursement. This statement can only be issued if the student's account is paid in full. An INVOICE is a billing statement which reflects the tuition and fees due for each course. Please note that if this form is not filled out fully and completely it will delay processing.

Required Information: Student

Student Name: _____ Date _____

Social Security #: _____ - _____ - _____ Cohort Number _____

Phone #: _____ - _____ - _____ E-Mail: _____

I am requesting a (Circle One): Bursar's Receipt Invoice

Classes for which receipt /invoice is requested: _____

I would like this receipt/invoice:

Mailed Faxed E-mailed

Address: _____

To the attention of: _____

Fax #: _____

Signature _____ Date _____

By signing the form I am agreeing to release this information to the parties listed.

Office Use Only:

Date request received: _____

Date request processed: _____