



Request for Reimbursement of Foreign HS Diploma Evaluation Fees

Please complete the information below and submit with receipt(s) in order to receive reimbursement. COS will reimburse up to \$100 for the evaluation and will not reimburse the student any expedited fees the student may choose to pay to obtain evaluation faster.

Please allow 2-3 weeks to process your request. You will be contacted at the number below once your request has been processed.

Name: _____	Banner ID# _____	
Mailing Address: _____		
City: _____	State: _____	Zip Code: _____
Contact Phone Number: _____		
I request for my reimbursement check to be: <input type="checkbox"/> Mailed		
<input type="checkbox"/> Hold for Pickup		
Student Signature _____	Date _____	

Academic Qualifications: To receive FSA funds, a student must be qualified to study at the postsecondary level. A student qualifies if they have a high school diploma (this can be a foreign school if it is equivalent to a U.S. high school diploma). High school diplomas/transcripts from other countries are acceptable toward the student eligibility general requirement, as long as the diploma is equivalent to a U.S. high school diploma. A school not qualified or chooses not to evaluate the credential can instead require students to have their credential evaluated by a company that offers such a service. A school may not require only students who are applying for federal student aid to pay for credential evaluation. That would amount to the school charging a fee to complete the FAFSA which is prohibited under HEA 483(a)(6). The College will reimburse financial aid students for the cost of a general evaluation report. The College will not reimburse additional costs; such as, expedited processing or shipping.

FOR OFFICE USE ONLY

Approved by: _____

Denied by: _____