



## SCHOLARSHIP REIMBURSEMENT FORM

### ENTERING, CONTINUING AND TRANSFERRING SCHOLARSHIPS

- Utilize this *Scholarship Reimbursement Form* for out-of-pocket expenses that qualify under your awarded scholarship criteria.
- Submit this form to the Oxnard College Foundation (OCF) office before the 2-year expiration date unless otherwise stated.
- Only (1) OCF reimbursement check per scholarship will be issued each semester.
- OCF will mail checks directly to the below address; therefore, please allow 10-14 days for processing.

NAME: \_\_\_\_\_  
(Last) (First)

OC STUDENT ID#: 900 \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

SCHOLARSHIP NAME: \_\_\_\_\_

YEAR AWARDED: \_\_\_\_\_

#### Attachments required per semester:

- ☐ Students attach Oxnard College class schedule/bill showing classes, total units and out-of-pocket expenses showing and current Student ID number.
- ☐ Transferring students attach your University's Academic Schedule showing classes, total units and out-of-pocket expenses with current Student ID number.
- ☐ Original itemized receipts for qualified books and educational supplies required in the class syllabus.
- ☐ Additional information may be required to satisfy criteria for verification before funds are authorized.

#### Expense Reimbursement for Oxnard College or University:

*(OCF Scholarship Policy for Reimbursement excludes housing, transportation, childcare or food expenses)*

\$ \_\_\_\_\_ Tuition  
\$ \_\_\_\_\_ Fees  
\$ \_\_\_\_\_ Parking Permit  
\$ \_\_\_\_\_ Books (New/Used or Rentals)  
\$ \_\_\_\_\_ Educational Supplies (listed on the class syllabus)  
\$ \_\_\_\_\_ Computer Equipment (OCF will only reimburse one computer per student)  
\$ \_\_\_\_\_ Total Reimbursement for: \_\_\_\_\_  
(Semester/Year)

#### Office Use Only

☐ Approved for payment Amount: \$ \_\_\_\_\_ Funds Available for next semester: \$ \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
(OCF Representative)

OXNARD COLLEGE FOUNDATION  
Administration Building

4000 South Rose Avenue • Oxnard, CA 93033 • (805) 986-5889 Office • (805) 986-5989

[www.oxnardcollege.edu/scholarships](http://www.oxnardcollege.edu/scholarships)