



Student Request for Materials Fee Reimbursement

Illinois State University Policy

Policy

[7.7.3 Course Material Fees](#)

Instructions for Utilizing this Form:

1. **Student:** Fill in term, department, course number, section number, student name, student ID, and address to send reimbursement to. Then print the form and take it to your instructor/professor.
2. **Instructor/Professor:** Print name, phone number, sign, and date the form. Send the form to your department office.
3. **Department:** Print name, phone number, sign, and date the form. Send form to [Mary Hospelhorn](#) in the Student Accounts Office.
4. **Student Accounts:** Validate that the Material Fee has been paid by the student and specify the Colleague (formerly Datatel) account number of the material fee and return this form to the Department to voucher the reimbursement request.
5. **Department:** use this form as backup for the voucher created that will result in a reimbursement check being issued to the student.
6. Reimbursement to the student will not take place until after the Material Fee Charge shows paid on the student account.

Term _____

Student Name _____ Student UID _____

Mailing Address _____

Course Number _____ Section Number _____

Instructor / Professor Name _____ Phone Number _____

Instructor / Professor Signature _____ Date _____

Department Name _____

Department Official Name _____

Department Official Signature _____

Department Phone Number _____ Date _____

For Office Use Only:

Student Name: _____ Student Emplid: _____

Material Fee Paid (y/n): _____ Colleague Account Number: _____

Voucher Number: _____ Voucher Date: _____ Amount to return: \$ _____

Check Number: _____

Comment: