

MTS STUDENT HOUSING REQUEST FOR REIMBURSEMENT



All request are evaluated and confirmed by the MTS Director of Facilities & Safety.
Please wait 7 days to contact the Bursar's Office if request is approved.

Student Name: _____ Phone #: _____

Address: _____

Date(s) for Request:

Term	Dates

Please select reason for request:

- School Closing - Inclement Weather
- Illness - Please provide a Physician Statement
- Other - Please provide a description

Request for reimbursements are viewed by the Director of Facilities & Safety and a determination will be made regarding eligibility within 7 days. The approved reimbursement will be applied to your account. Please wait 7 days to contact the Bursar's Office.

Please note: Your room has been reserved just for you and we cannot confirm your request without sufficient reason.

Signature of Student

Date

Signature of Facilities Director

Date