

RECEIPTS

Your canceled check is your receipt. Additional receipts are not provided. Print the session information page before submitting your registration as verification. If you need further documentation, print your transcript before payment is applied, and again after course work is completed, to verify payment and attendance.

Electronic payments - a receipt is automatically sent to the email address you provide in the payment process. Save your electronic receipt in a safe place so that you will have access to it, should you need it later.

Send a copy of your transcript to your school districts business office and/or copy your check, registration, and course completion letter for reimbursement.