



Rising Scholars Network (RSN) Textbooks/Digital Course Content (TDCC) Reimbursement Request

Date: _____ **Year/Term:** _____ **Facility Type:** _____
District: _____ **College:** _____
Payment Address: _____ **CA Zip Code:** _____
Reimbursement: No. of TDCC Items: _____ **Total: \$** _____

Program Purpose: California Community College Districts/Colleges (CCD/CCC) provide textbooks and/or digital course content to students who are incarcerated or detained in federal or state prison, county jail, juvenile facility, or other correctional institutions and are enrolled in one or more California Community College courses that lead to either a program pathway, transfer, career technical education or improving high school graduation rates. Participants should use Open Educational Resources first, when possible. The TDCC provided must also further the California Community Colleges Chancellor's Office (CCCCO) [Vision 2030](#).

Requirements for Participation:

1. Complete the Reimbursement Request (this form). Request for reimbursements must be submitted within **90 days** after the term books are purchased. Requests received after 90 days will be reviewed on a case-by-case basis.
2. Complete the TDCC Materials Template, listing qualifying items for the Reimbursement Request.
3. Attach supporting documents in the order listed on the TDCC Materials Template.
4. Email the Reimbursement Request, TDCC Materials Template (as an XLS document), and supporting documents at the end of each academic term to:
DO-RSN-TDCC@CLPCCD.ORG and RSN-TDCC@CCCCO.EDU
 - Email Subject Line: **RSN-TDCC: Your College's Name**

Participants acknowledge reimbursement for TDCC materials is not guaranteed and is contingent upon eligibility, appropriation of program funds in the State Budget Act and program fund balance at time of submission.

Signatures below certify that this Reimbursement Request is accurate, complete, in compliance with the RSN-TDCC program purpose and listed items have not been submitted for/previously reimbursed.

REQUIRED SIGNATURES

	CCD Program Director/Administrator	Chief Business Officer	Reimbursement Request Contact
Name			
Title			
Signature			
Date			
Email			

- Process takes 45-60 days from the date of submission.
- Reimbursement Requests are processed in chronological order from the date received.