



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

**STUDENT REQUEST FOR ACCOUNT INFORMATION**

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Account information is generally requested for tuition reimbursements required by employers or for your own records. You may need more than one document to satisfy the requirements for your tuition reimbursement. Fill out the form below legibly and in its entirety and click the submit button to email it or return to TTUHSC Student Business Services Office, PO Box 5868, Lubbock, TX 79408.

**Name:** \_\_\_\_\_

**R#:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Term(s) Requested:** \_\_\_\_\_

*(example: Fall 2016, Spring 2017, etc)*

**Information Requested:**

\_\_\_\_ Account Summary *(shows total charges for the semester as well as payments made by student, financial aid, etc.)*

\_\_\_\_ Cost per Class Summary *(itemized breakdown of fees for each class)*

\_\_\_\_ Other *(please specify)* \_\_\_\_\_

**Additional Information Relevant to Request** *(if any):* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Please save, print, or screenshot and email to our office at [SBS@ttuhsc.edu](mailto:SBS@ttuhsc.edu)

Thank you for your request. We will send your account information via email as soon as possible, but be aware during high volume times, it could take 1-2 business days.