

## How do I access my funds for Tuition?

**Step 1:** Fill out Form D for tuition and fees.

**Step 2:** Choose pre-payment or reimbursement

If prepayment, make sure to include documentation from the school that lists how much the class costs. This can include an educational institution's schedule of tuition and fees, course catalog information, an official flyer publicizing course, student registration form with cost of each class, or an invoice from the education or training provider.

If reimbursement, make sure to include your receipt from the school that shows how much you paid out of your pocket, along with documentation from the school that lists how much the class costs. This can include an educational institution's schedule of tuition and fees, course catalog information, an official flyer publicizing course, student registration form with cost of each class, or an invoice from the education or training provider.

**Step 3:** Submit your completed form along with all of the corresponding paperwork. You can submit your request either by mail, fax, or email.

*Email:* [acamins@jvs.org](mailto:acamins@jvs.org)

*Fax:* Attention LiLA Program at 415-391-3617

*Mail:* Jewish Vocational Service, attn: Amabella Camins, LiLA Program  
225 Bush St. Suite 400, San Francisco, CA 94104

For the prepayment option, within three weeks, you will receive a "Letter of Credit" via email or mail, which you will sign and give to the school. This acts as a form of payment, and the school bills CAEL for your tuition amount.

For the reimbursement option, you will receive a check for your approved expenses within 45 days (4-6 weeks). Please contact Amabella Camins if you need to check the status of your request after 4 weeks.

## How do I access my funds for book and supplies reimbursement?

**Step 1:** Fill out Form E for tuition and fees.

**Step 2:** Include a receipt along with documentation from the course syllabus that shows what the mandatory books and supplies are for the class, along with proof of completion of the class or training activity.

**Step 3:** Submit your completed form along with all of the corresponding paperwork. You can submit your request either by mail, fax, or email.

*Email:* [acamins@jvs.org](mailto:acamins@jvs.org)

*Fax:* Attention LiLA Program at 415-391-3617

*Mail:* Jewish Vocational Service, attn: Amabella Camins, LiLA Program  
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It will take up to 4-6 weeks to process your request. Please contact Amabella Camins if you need to check the status of your request after 4 weeks of submission.

If you have any questions about these procedures, please feel free to call the Amabella Camins of the LiLA Program at **415-782-6253**.