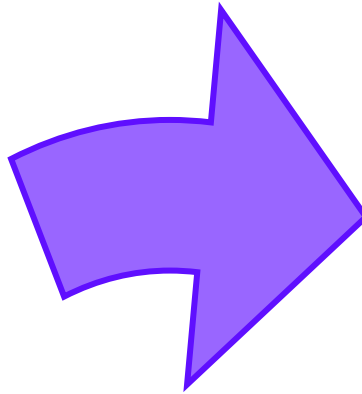


For classes taken at **TTU** contact Student Business Services (SBS) at (806) 742-3272 or email [sbs@ttu.edu](mailto:sbs@ttu.edu).

For classes taken at **TTUHSC** contact SBS at (806) 743-7867 or email [sbs@ttuhsc.edu](mailto:sbs@ttuhsc.edu).

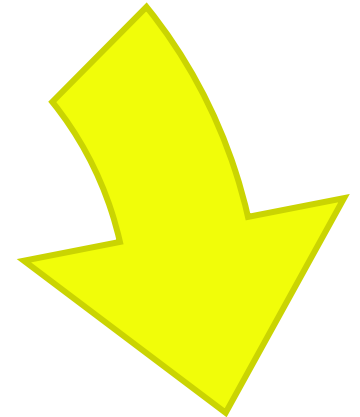
**Step 1.**

Employee sends required documents and certification form to local Human Resources Office



**Step 2.**

Local Human Resources office checks documents and sends to Lubbock HR to verify information



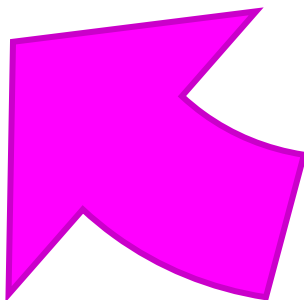
**Step 3.**

Lubbock Human Resources notifies the Employee's Supervisor to request reimbursement



**Step 4.**

Supervisor goes online to EOPS to request reimbursement for the employee



**Step 5.**

Payment is made through Payroll and is included in the employee's paycheck

