

Checklist for TRP Applicants



- ❑ Complete TRP Packet and submit information
 - TRP Packet includes (SF 56218 Tuition Reimbursement Pre-Approval, SF 56219 Acknowledgement of TRP Guidelines, SF 56221 Agreement for Recouping TR Payments and course description)
 - Via email TRP@idoc.in.gov,
 - Indiana Department of Correct
Attention: Tuition Reimbursement Program
302 W. Washington Street RM. E-334
Indianapolis, IN 46204

- ❑ Upon completion of Course
 - Download Post Approval Reimbursement Form
 - Submit all required Documentation (Current Detailed Bursar Statement and Copy of Final Grades) with Post Approval Form to TRP for approval