

How To: Submit a CGA Tuition or Book/Material Fees Reimbursement

Step 1: Within 60 days of finishing your class and once your grade has posted, please go to CGA website for tuition and/or textbook

reimbursement: <https://www.cgaef.org/tuition-reimbursement/>

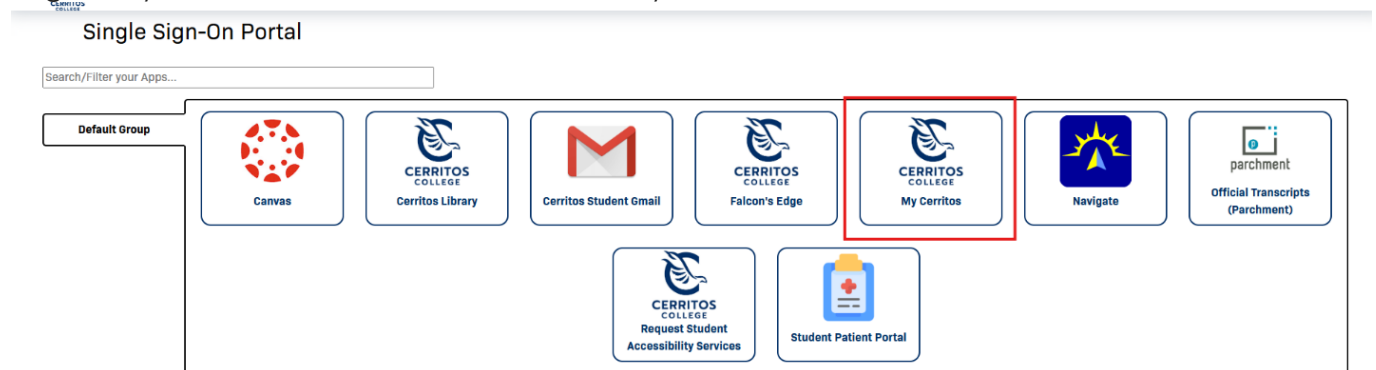
Step 2: Click on "Tuition Reimbursement," then "Apply Online"

Step 3: Fill out the form with all information requested and course information

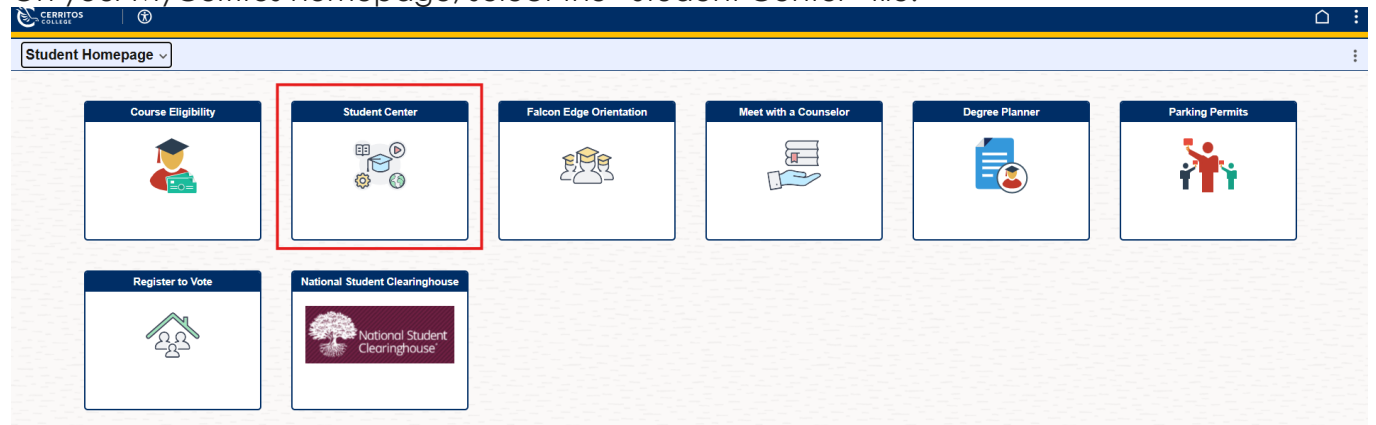
Here are print screens to help you find this information and the required attachments via your MyCerritos portal:

1. Verification of course dates:

Log in to your Cerritos Portal and click the "MyCerritos" file:



On your MyCerritos homepage, select the "Student Center" tile:



In your Student Center, click the drop down for "Other Academic Information". Select "Grades" and click the blue arrow to proceed:

Student Center

Student 's Student Center

Student Message Center

Message Center

Academics

Search
Plan
Enroll
My Academics

You are not enrolled in classes.

Enrollment Shopping Cart ▶

Other Academic Information

- Academic Planner
- Academic Requirements
- Class Schedule
- Course History
- Enrollment: Add
- Enrollment: Drop
- Grades**
- Transcript: View Unofficial
- What-if Report

Personal Information

Search for Classes

Holds
No Holds.

To Do List
No To Do's.

Enrollment Dates
Open Enrollment Dates

Campus Information
Talon Marks
Academic Calendar
Register to Vote

Campus Resources
Canvas
Transfer Center
Campus Bookstore

Cerritos College Links
Financial Aid
Admissions & Records
Counseling

Account Summary
** You have a refund available of 31.00 **
Refund Policies & Procedures

Make a Payment ▶

Select the term you wish to view the course information for (remember: this should be the term of the last course you took), then select "Continue" to proceed:

View My Grades

Student First and Last Name Go To

Search | Plan | Enroll | My Academics

My Class Schedule | Add | Drop | Term Information

View My Grades

Select a term then select Continue.

Term	Career	Institution
<input checked="" type="radio"/> 2025 Summer	Undergraduate	Cerritos Comm. College Dist.
<input type="radio"/> 2025 Spring	Undergraduate	Cerritos Comm. College Dist.
<input type="radio"/> 2024 Fall	Undergraduate	Cerritos Comm. College Dist.
<input type="radio"/> 2024 Summer	Undergraduate	Cerritos Comm. College Dist.
<input type="radio"/> 2024 Spring	Undergraduate	Cerritos Comm. College Dist.
<input type="radio"/> 2022 Summer	Undergraduate	Cerritos Comm. College Dist.
<input type="radio"/> 2022 Spring	Undergraduate	Cerritos Comm. College Dist.
<input type="radio"/> 2021 Fall	Undergraduate	Cerritos Comm. College Dist.
<input type="radio"/> 2021 Spring	Undergraduate	Cerritos Comm. College Dist.
<input type="radio"/> 2020 Fall	Undergraduate	Cerritos Comm. College Dist.
<input type="radio"/> 2020 Spring	Undergraduate	Cerritos Comm. College Dist.
<input type="radio"/> 2019 Fall	Undergraduate	Cerritos Comm. College Dist.
<input type="radio"/> 2019 Summer	Undergraduate	Cerritos Comm. College Dist.
<input type="radio"/> 2019 Spring	Undergraduate	Cerritos Comm. College Dist.
<input type="radio"/> 2018 Fall	Undergraduate	Cerritos Comm. College Dist.

Continue

Click the class you wish to view the course information for:

View My Grades

Student First and Last Name

Go To

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Term Information](#)

View My Grades

2025 Summer | Undergraduate | Cerritos Comm. College
Dist.

[Change Term](#)

Class Grades - 2025 Summer

Official Grades	Class	Description	Units	Grading	Grade	Grade Points
	BA 107	Human Relations in Bus	3.00	Administration	B	9.000

Term Statistics - 2025 Summer

Print or take a screenshot of the course information:

View My Grades

Student First and Last Name

Go To

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Term Information](#)

View My Grades

BA 107: Human Relations in Bus

Cerritos Comm. College Dist. | 2024 Spring | Feature

Class Details	
Status	Open ●
Class Number	30258
Session	Nine Week A-M-F
Units	3 units
Class Components	Lecture Required
Academic Career	Undergraduate
Dates	1/8/2024 - 3/8/2024
Grading	Student Option
Location	Cerritos College
Campus	Main Campus

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TBA	ONLINE	Instructor Name	01/08/2024 - 03/08/2024

Enrollment Information	
Class Attributes	Transferable to CSU Online Course

Class Availability			
Class Capacity	30	Wait List Capacity	10
Enrollment Total	27	Wait List Total	0
Available Seats	3		

Notes
Class Notes This section of BA 107 is a fully online class with no scheduled meetings. All coursework is completed on Canvas using an internet-enabled device. Please check canvas for any required orientation information and/or assignments.

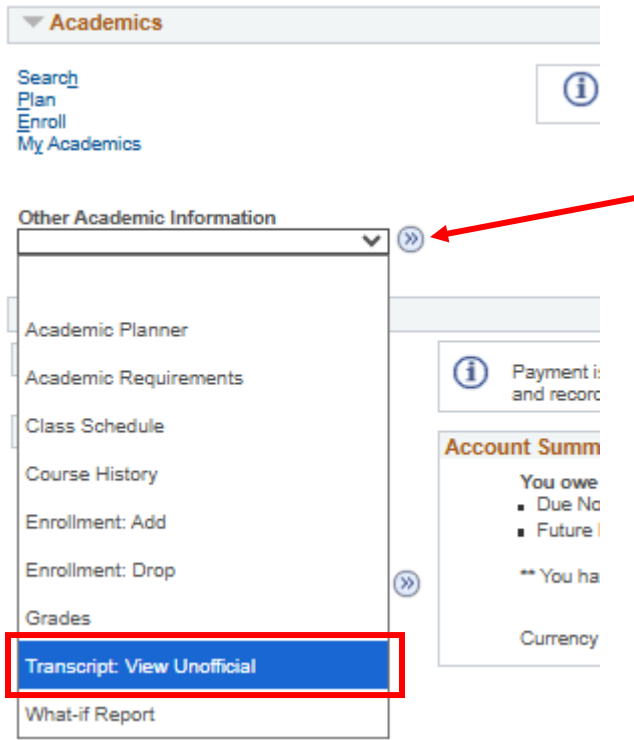
Description
This course is designed to give students an understanding of physiological and mental determinants and manifestations of stress. Topics include the nature and physiology of stress, mental stress, stress as it relates to disease, emotions, and personality, behavior modification, communication, time management, physical exercise and nutrition. Students are also trained in a variety of stress management techniques including imagery, progressive muscle relaxation, biofeedback, problem solving techniques, state and trait anxiety inventories, centering, breathing exercises, yoga, meditation, art therapy, music therapy, and humor therapy.
Transfer Credit: CSU

Textbook/Other Materials

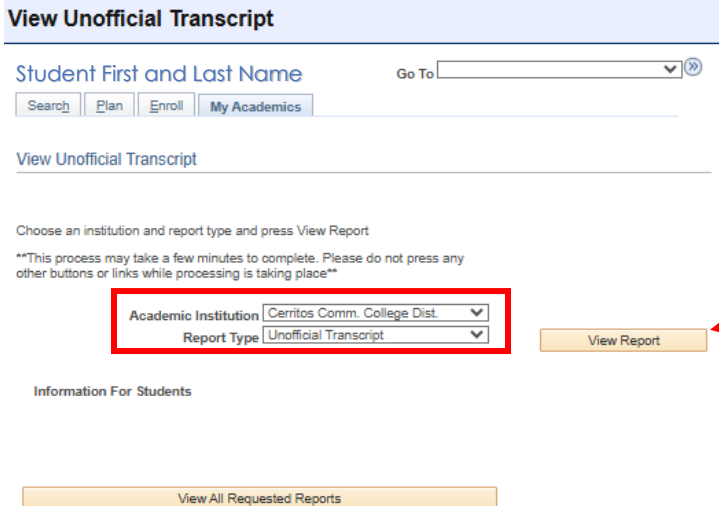
Document must include applicant's name, course title, and course end date

2. **Grade sheet and proof of completion** Download and attach your unofficial transcript which will have your grade:

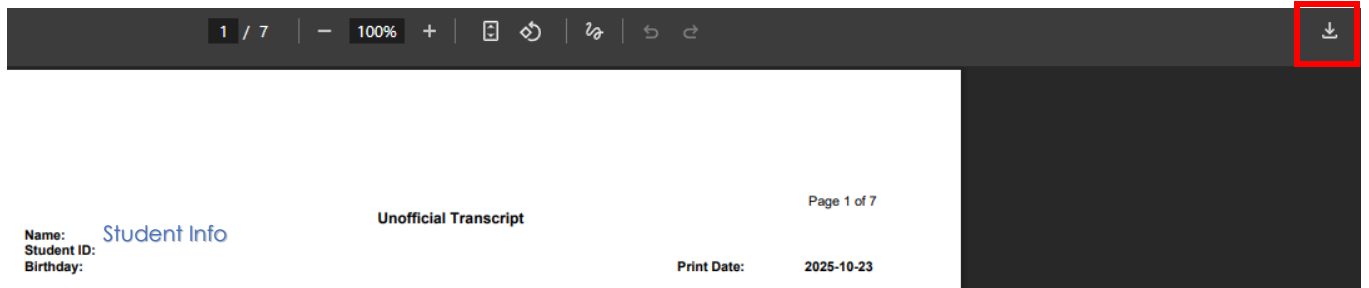
Return to your Student Center on MyCerritos. Click the drop down for "Other Academic Information" and select "Transcript: View Unofficial" then select the blue arrow to continue:



Verify that Academic Institution says "Cerritos Comm. College Dist." And Report Type says "Unofficial Transcript", then click "View Report" (This may take a few minutes, do not press any other buttons while unofficial transcript is processing:



Your unofficial transcript will open in a new tab. Download your transcript to upload to the reimbursement form:



3. Please also include upload(s) of your proof of payment.

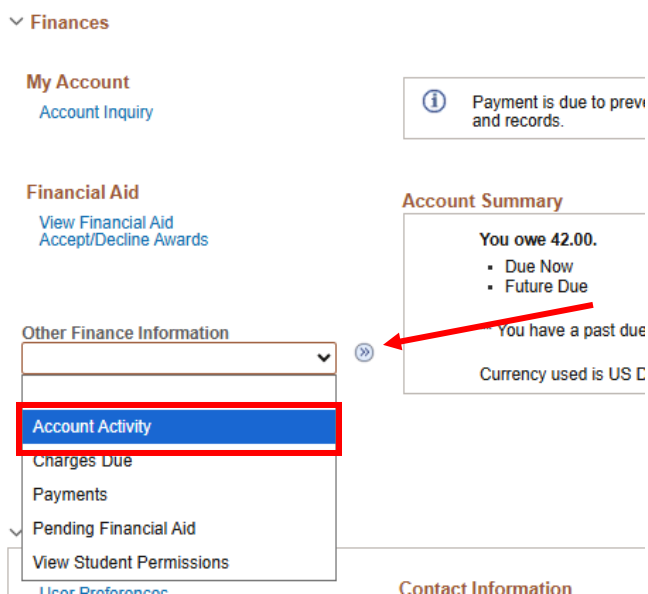
For textbook reimbursement:

This will be the **receipt from Lumen Learning** that was emailed to you after making textbook payment.

For tuition reimbursement (If your employer hosted/sponsored your course tuition fee, skip this step as these costs are not reimbursable by CGAEF):

This will be a screen-print of your Account Activity on your Student center

Return to your Student Center on MyCerritos. Click the dropdown menu for "Other Finance Information", select "Account Activity", and then click the blue arrow to continue.



In your Account Activity, under “View by” you will select the date range you wish to view payment history for (Tip: For “From”, select a date that is at least a semester before. For “To” select the current date).

Account Activity

Student Name

Account Inquiry | [Electronic Payments/Purchases](#) | [Account Services](#)

[Summary](#) | **Activity** | [Charges Due](#) | [Payments](#) | [Pending Aid](#)

Account Activity

View by

From To All Terms

Calendar

December 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Current Date

Transactions

Posted Date	Item	Charge
06/11/2025	CC WA	
06/11/2025	CC	-13.00
06/11/2025	En	-46.00
06/11/2025	He	-16.00

Click the drop down for that says “All Terms” and select the term that you are viewing the payment information for. Then click “go”.

Account Activity

Student Name

Account Inquiry | [Electronic Payments/Purchases](#) | [Account Services](#)

[Summary](#) | **Activity** | [Charges Due](#) | [Payments](#) | [Pending Aid](#)

Account Activity

View by

From To All Terms

Transactions

2017 Fall
2017 Spring
2017 Summer
2018 Fall
2018 Spring

Take a screen-print or screenshot of your Account Activity page. Please make sure your student name and "Self Service Payment" transactions for the term are visible.

Account Activity

Student Name Go To

[Account Inquiry](#) [Electronic Payments/Purchases](#) [Account Services](#)

[Summary](#) | [Activity](#) | [Charges Due](#) | [Payments](#) | [Pending Aid](#)

Account Activity

View by

From To

Transactions

Posted Date	Item	Term	Charge	Payment	Refund
05/11/2017	Self Service Payment	2017 Summer		296.00	
04/29/2017	CCSA Fee	2017 Summer	4.00		
04/29/2017	Enrollment Fee	2017 Summer	276.00		
04/29/2017	Health Fee	2017 Summer	16.00		

Currency used is US Dollar

Should you run into any issues with the reimbursement form, please contact the CGA by clicking here: [Contact CGA](#)

If you need a copy of your textbook receipt, please reach out to Lumen Learning at info@lumenlearning.com