

**STATE JUSTICE INSTITUTE  
INSTRUCTIONS FOR PREPARING  
EDUCATION SUPPORT PROGRAM (ESP) REIMBURSEMENT REQUEST  
(FORM ESP-3)**

1. Enter your name.
2. Enter your Social Security number. The Social Security number is required for payments made from the U.S. Treasury on behalf of SJI.
3. Enter your email address.
4. Enter the Education Support Program (ESP) Award Number assigned by SJI.
5. Enter the month, day, and year for the beginning and end of the award period, as indicated on the scholarship award document.
6. Enter your office telephone number.
7. Enter the mailing address where the checks should be sent.
8. Enter the month, day, and year of the request for reimbursement..
9. Enter the total award amount as indicated on the ESP award document.
10. Enter the destination city and state.
11. Enter the tuition cost in block 11, not to exceed the ESP award.
12. 12b automatically calculates.
13. Sign and date the ESP Reimbursement Request (block 12a).

**Additional Information:** The ESP Reimbursement Request should be sent to the State Justice Institute, 11951 Freedom Drive, Suite 1020, Reston, VA 20190.