

Employer Reimbursement Tuition Agreement - Summer 2007 (must be renewed each quarter)

Central Pennsylvania College is pleased to offer the Employer Reimbursement Tuition Agreement Plan for students who receive tuition/fee reimbursement from their employer.

This agreement allows the student to defer payment of the reimbursed portion of their tuition/fee until dates specified by each quarter. This balance must be paid on the specified due date regardless of whether or not the student has received reimbursement from their employer. Any amount NOT covered by the employer's reimbursement policy is due in full on the billing due date or the remaining balance can be paid by applying for the Central Penn Payment Plan.

The following steps need to be completed by the student to be awarded Employer Reimbursement tuition deferment:

1. **Each quarter** the student must complete this Employer Reimbursement Tuition Agreement Form and pay a **\$25 non-refundable service fee** by the billing due date.
2. **Each quarter** an authorization letter from the student's employer must be submitted to the Business Office by the billing due date. The authorization letter should be written on company letterhead, signed by an authorized company official and include the course title, student name and the amount of funding to be billed to the company.
3. The **Spring quarter billing due date is June 15, 2007**; agreements received after the due date are subject to a \$50 late fee.
4. This Agreement allows the student to defer payment of the reimbursed portion of their tuition until **October 5, 2007**. If the employer is reimbursing the student directly, the business office **MUST** have a post-dated check (for the date of **10/5/2007**), **in the office** by June 15, 2007 for the amount of reimbursement. **This balance must be paid by this date regardless of whether or not the student has received reimbursement from his/her employer.**

NO EXCEPTIONS



- If the student withdraws from the College, the refund policy described in the college catalog will be in effect. Before any refunds are granted, all other financial obligations to the College must be paid in full.
- If the account is not paid by the end of the quarter or we do not have a post-dated check for the amount due, the college may subject the Student to penalties, which include a late payment fee of \$100, withholding of academic records, suspension of the student from college, denial of future Employer Reimbursement Tuition Agreements, and denial of the privilege to register for future quarters.
- Remember you, not your employer, are responsible for all costs you incur at Central Pennsylvania College. You must notify Student Accounts if you change employers.
- If the employer requires transcripts it is the responsibility of the student to request them in the Records and Registration Office.

Central Pennsylvania College Employer Reimbursement Tuition Agreement Form
(please print)

Student Name (Last, First, Middle) ID#

Student's Address City State Zip Phone: Day Evening

E-mail Address Business E-mail Address Driver's License No.

Employer's Name Address City State Zip

Employer contact person Phone

By signing this Agreement, I agree to all of its terms. I further agree and understand that if I do not pay the entire amount owed (including any deferred amount) plus any administrative fees owed before **October 5, 2007**, I may incur additional costs for collecting the amounts due under this Agreement, including reasonable attorneys fees, court costs and collection agency fees. I release my rights under the Buckley Amendment and agree to allow the College to release my financial information to my Employer.

This form must be completed and returned to the Business Office via mail or fax, along with an authorization letter from the employer, a \$25 service fee payment, and a check dated 10/5/07 for the total amount. These four items must be received in the Business Office before 6/15/07.

Signature of Student Date

Questions and Assistance
Stephanie Bortz – Student Accounts
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