



## Tuition Reimbursement Plan

(A new form must be submitted for each academic year)

Students who are members of organizations or employed by companies that provide tuition reimbursement may apply to the University's Business Office to defer tuition payments until the third party reimbursement is available.

Name \_\_\_\_\_ Student Number \_\_\_\_\_

Address \_\_\_\_\_

Telephone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Employer/Organization \_\_\_\_\_

**Provide a letter or documentation from the organization / employer certifying your eligibility to receive funds under their reimbursement program that will cover the cost of your classes identified for the period below.**

Based on the tuition reimbursement policy, reimbursement is made available when the following criteria are met:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Human Resources Signature \_\_\_\_\_

Tuition reimbursement will be available for Academic Year 2009-2010 according to the following schedule: (Under no circumstances will payment be deferred beyond 30 days from the end of the term)

Name \_\_\_\_\_ Student Number \_\_\_\_\_

Term Applying For: \_\_\_\_\_

I understand that tuition is ultimately my responsibility, that I will be billed according to University standard practices and that in the event that tuition reimbursement is not forthcoming according to the above schedule I will be expected to meet immediately all financial obligations in accordance with University policy. In the event that I do not adhere to the above, the University reserves the right to terminate my future participation in this program. **Amounts not anticipated to be covered by my organizations or employer's plan will be paid by me during the 1<sup>st</sup> week of class.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Business Office Action \_\_\_\_\_ Date \_\_\_\_\_