



**Employer Reimbursement Tuition Deferment Request**

Students who receive tuition reimbursement from their employers may use this Employer Reimbursement Tuition Deferment form to defer a portion of their tuition.

- The completed form is due to the Cashiers Office on or before the published last day to pay fees for given semester. If registering after the payment due date, the completed form is due at the time of registration.
- The completed form must be accompanied by a letter on the Employer’s letterhead outlining their tuition reimbursement policy & confirming the student/employee’s eligibility to participate in the program.
- All participants in this program are required to pay 25% of their total tuition and fee balance, a *non-refundable* deferment fee; along with any charges not covered by the employer’s tuition reimbursement plan.
- ***The student/employee may only defer 75% of the amount of the charges the employer has agreed to pay.***
- The remaining semester balance must be paid in full exactly four weeks after the semester ends.

**To Be Completed by the Student/Employee:** NCSC Student Identification #: \_\_\_\_\_

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ M.I. \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Semester:  Fall  Spring  Summer \_\_\_\_\_ (Year) Number of Credits: \_\_\_\_\_

I, \_\_\_\_\_, understand and agree to the regulations of this agreement as stipulated below:

- It is the responsibility of the *student/employee* to check their North Central State College account & remit timely payment.
- *Student/employees* are responsible for the tuition bill. This agreement is between the *student /employee* and North Central State College. Any monies remitted to the *student/employee* by the Employer are not the concern of the College.
- Should the *student/employee* leave the company’s employ for any reason, should the company change their tuition reimbursement program or should the *student/employee* fail to earn the necessary grade for reimbursement, any remaining outstanding balance due is the *student/employee’s* responsibility and is due by the due date indicated below.
- Payment not received by the due date indicated on the agreement may be subject to late fees.
- Deferred payment fee is a non-refundable charge.
- In the event of default, the *student/employee* agrees to pay, in addition to all other charges and balance due, all collection and legal fees, including, but not limited to attorney’s fees, and interest.



- Failure to comply with the requirements & conditions of this agreement as stated here may affect future use of this program.
- Deferments will not be processed until all required documentation/fees are submitted. **All participants are required to pay the down payment at the time of submission of this form or this agreement is null and void.** Failure to submit this completed form along with the required documentation/fees by the semester due date or upon registration (if registration occurs after the semester due date) may result in administrative withdrawal from registered courses.
- Withdrawal from the College does not cancel or void this agreement. Any outstanding balance after the application of the College's refund policy remains due and is the responsibility of the *student/employee*.

**Tuition Reimbursement/Deferment:** \_\_\_\_\_ **Deferred Payment Due Date:** \_\_\_\_\_

- a. Total tuition and fees: \_\_\_\_\_
- b. Deferment Requested: \_\_\_\_\_  
(75% of tuition to be covered by employer)
- c. Deposit (a less b): \_\_\_\_\_
- d. Deferment fee (\$50.00) \_\_\_\_\_
- e. Total payment received with agreement: \_\_\_\_\_

College Representative \_\_\_\_\_ Date \_\_\_\_\_

I understand that my employer's reimbursement may be an amount less than the full tuition charges and I agree to make full payment of the account balance due no later than \_\_\_\_\_ even if I have not received reimbursement from my employer.

**Student signature:** \_\_\_\_\_ **Date** \_\_\_\_\_