

Company Tuition Reimbursement

Some companies have benefits plans that include tuition reimbursement for qualifying courses/academic programs for employees. Students are encouraged to contact their employer's human resources department to find out if they are eligible for this benefit.

For students reimbursed for tuition by their employers, the University will allow a deferral of payment (see due dates below). To qualify for the company reimbursement option, the student must complete and submit the Company Reimbursement Verification form or submit a letter from the employer on company letterhead that includes: student's name, student's ID number, percentage or dollar amount of reimbursement, terms or academic years covered, and authorized signature and title (other than the student). The Company Reimbursement Verification form or the employer's letter must be submitted to the Student Accounts Office by the first day of classes for the term.

If the company reimbursement option has been used in the past and a form or letter is on file, this form or letter will remain active through the completion of the degree unless a student changes place of employment and/or experiences a change in company policy.

The student is responsible for payment to the University of the deferred amount by the due date regardless of the timing of the company's payment. Payment must be received by the Student Accounts Office on or before the due date to avoid a \$50 late payment fee and delinquency charges at .833% per month on any unpaid balance. A missed deadline may revoke the privilege of using the Company Reimbursement Option at future registrations. If the company reimburses less than 100% of the total tuition, the student must pay the remaining balance, or the portion not eligible for deferral, by the regular tuition payment due dates.

Company Reimbursement Option Payment Due Dates

FALL	SPRING	SUMMER
January 15	May 15	September 15

- Reimbursement Cap: When companies reimburse a stipulated amount over a calendar year, the full first term's tuition is applied against the stipulated amount. The balance of the reimbursement will then be applied to the next term until the cap is reached. Once the cap has been reached, the student may use one of the payment options.
- Company Reimbursement and Student Loans: For students reimbursed for tuition by their employers, the University will allow a deferral of payment after deduction of any financial aid. All federal funds are applied to tuition charges and fees first. Deferral of tuition charges and fees due to company reimbursement does not create excess funds. Funds cannot be released until all institutional charges are paid. If funds do not cover full tuition, the remaining balance can be deferred under the company reimbursement plan.

Please note: students are responsible for payment to the University of the deferred amount by the previously listed company reimbursement due dates, regardless of the timing of the company's payment.