



Tuition Reimbursement Plan Student Agreement

PURPOSE:

Completion of the Student Tuition Reimbursement Agreement will enable you to defer 80% of your tuition/fee charges (after paying 20% down) until 60 days after the conclusion of the semester. During this time, you should be able to secure reimbursement from your employer. The remaining payment will be drawn from your account automatically through the payment plan 60 days after the end of the semester, unless paid prior to that date.

REQUIREMENTS:

1. Your employer offers a tuition reimbursement plan.
2. All applicants must be in good standing with the University, meaning no past due balance is due.
3. Students will be responsible for any charges due to dropping or withdrawing from a course before completion and non-payment. The payment plan will automatically adjust.
4. Submit completed "Tuition Reimbursement Agreement" form from **your PennWest email account** to studentaccounts@pennwest.edu. Upon receipt, we will send a confirmation email to your PennWest email with the next steps for enrolling in the Tuition Reimbursement Payment Plan.
5. Pay the initial 20% down payment and \$40 enrollment fee while setting up your payment plan. Do not pay the 20% down prior to enrolling in the payment plan to avoid paying it again. **Failure to enroll in the payment plan BEFORE the initial semester due date will result in a non-refundable \$100.00 late payment fine and a financial hold.**
6. The 80% deferred payment will be automatically drawn from the account you set up your payment plan with, 60 days after the end of semester, unless paid prior to that date.
7. This entire process must be completed each semester you intend to utilize the Employer Reimbursement Plan.

NOTE: Students may adjust payment methods, but cannot cancel payment plans. If you need to cancel your payment plan, please contact our office at studentaccounts@pennwest.edu **at least five business days prior** to your due date. Please be sure to use your official university email account and include your PennWest student ID number on all correspondences.

Credit Card Convenience Fee: 2.95% (subject to change)

Return Check Fee: \$30 (subject to change)



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STUDENT INFORMATION

Student Name: _____ PennWest ID #: **P** _____
Starts with a "P"

Semester to defer charges (including year): _____ *A new form is required each semester.*

Are you using Financial Aid to pay your 20% down? *(circle one, or assumed no if not selected)* YES or NO

Amount of Financial Aid: \$ _____

You **MUST** have your Financial Aid secured **before** enrolling in the Employer Reimbursement Plan.

STUDENT AGREEMENT:

Please defer tuition/fee charges as described above. I understand that I must remain in good standing with the University in order to participate in the Tuition Reimbursement Plan. I will comply with **all** the above eligibility requirements.

STUDENT SIGNATURE

DATE



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EMPLOYER INFORMATION

To be completed by the Employer:

Please return completed form to the student to submit using their PennWest email account. Please do not submit from an employer or personal email.

Employer Name: _____

Employer Address: _____

City: _____

State: _____

Zip: _____

I hereby certify that _____ is our employee and is entitled to tuition benefits. These benefits cover the following semester _____. Upon completion of the course(s), the above student will be reimbursed for _____% of tuition and _____% of fees.

We require that the percentages be completed.

Reimbursement can be made directly to the employee for submission to the student account or directly to the university.

Name & Title: _____

Signature: _____ Date: _____

Student: - Please return completed form from your PennWest email to:
studentaccounts@pennwest.edu