2012- 2013 Employer Reimbursement Form/ Deferred Tuition Payment Form

MERCYHURST UNIVERSITY
Office of Student Financial Services
501 East 38th Street
Erie, PA 16546

STUDENT INFORMATION:

Name: _____ Mercyhurst ID#: _____

Home Address: _____

City: _____State: _____ Zip:_____

Home Phone:_____Work Phone:_____ Cell Phone:_____

Employer: _____

Employer Address:_____

City: _____State: _____ Zip:_____

Job Title: _____

E-MAIL _____

DOWN PAYMENT FOR DEFERRED PAYMENT PLAN ($125 down payment must be submitted each term)
In exchange for deferring my tuition and fees until my grades are available, I am enclosing my term down payment of $125 payable to Mercyhurst College. I understand that it is my responsibility to remit this down payment at the start of each term and that this down payment will be used towards any unpaid balance if the invoice is not paid by the repayment deadline listed below for each term. **Failure to remit the down payment at the start of each term nullifies this agreement.** (Reinstatement to the plan may be petitioned for upon written request to the Office of Student Financial Services. Consideration for reinstatement will only be made with a history of timely payments.)

On the reverse side is my employer's signed authorization indicating my eligibility for tuition reimbursement. I understand that by providing this verification, I qualify for Mercyhurst College's Deferred Tuition Reimbursement Plan. **I understand that payment of tuition and fees is my responsibility and that any unpaid balance remaining after the due date listed below will be cause for a $100 late fee and withdrawal from my classes for the following term**. Failure to pay by the deadlines is also cause for suspension of future company reimbursement privileges.

By signing this document, I agree to all terms and conditions and authorize Mercyhurst College to communicate with my employer regarding tuition reimbursement. **I agree to pay all tuition and fees not covered by my company.**

***Student Signature*_____ *Date*_____**

DEADLINES for 2012-2013

TERM	REGISTRATION DEADLINE	REPAYMENT DEADLINE
PRE-SUMMER 12	May 28, 2012	July 20, 2012
SUMMER 12	June 20, 2012	September 10, 2012
FALL 12	September 5, 2012	December 19, 2012
WINTER 13	December 3, 2012	April 22, 2013
SPRING 13	March 11, 2013	June 25, 2013

The purpose of the deferred tuition reimbursement agreement is to allow students who receive employer reimbursement to defer payment of their tuition and fees until after grades are mailed for each trimester. Repayment deadlines are listed on the previous page. **It is the student's responsibility to secure and submit grades and invoices to the employer in a timely fashion.**

Please Complete Both Pages Of This Form And Return To:

Mercyhurst University
Student Financial Services
501 East 38th Street
Erie, Pa 16546

Employer Authorization Section:

I verify that _____ is an employee of (indicate company name):

_____ and qualifies for our tuition reimbursement program.

Upon receipt of the final grade our company will forward tuition payments directly to (circle one):

Employee / Mercyhurst University

The terms of our company tuition policy are (please specify or attach): _____

_____

_____

_____ _____
Company Representative's Name and Title (Please print) Phone Number

_____ _____
Company Representative's Signature Date