POLICY STATEMENT:
To address deferred payment option for students eligible for tuition reimbursement from their employer.

POLICY:
Students eligible for tuition reimbursement directly to employee may select a deferred payment option for tuition and fees. This plan allows students to defer full or partial payment of tuition and fees based on documented assurance from the student’s employer that a specific amount will be paid to the student who will immediately make payment to the College. The Deferred Payment Option/Deferred CorpTA Plan extends the payment due date for tuition and associated fees to 30 calendar days after grades are officially posted. The plan must be renewed each semester the student would like to participate. It is the student’s responsibility to ensure that payment is made by the assigned due date even if reimbursement from the employer is delayed or withheld.

Students must complete a Deferred Payment Option/Deferred CorpTA form and attach an original letter on their employer’s company letterhead, specifying the terms of the student/employer reimbursement.

Completed Deferred Payment Option/Deferred CorpTA forms must be received no later than the tuition due date each semester. Incomplete forms may disqualify a student for the Deferred Payment Option/Deferred CorpTA Plan.

Payment is guaranteed with a credit card that will be used to make scheduled payment as agreed unless student makes other payment arrangement to satisfy financial obligation by due date.

Reference Policy #

Approved by: 
Signature: 
Approval History:
Committees and Dates:
Assistant Dean of Administration
Provost/VP
Title
7/17/12
Date
Key words: Student Responsibilities, Financial Aid