



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.

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.
4. Submit completed "Tuition Reimbursement Agreement" form to studentaccounts@pennwest.edu. We will send a confirmation email that we have received the form. This email will also contain the next steps you need to follow to enroll in the Tuition Reimbursement Payment Plan. While you are setting up your payment plan you will pay the initial 20% down payment and \$40 enrollment fee. **Failure to enroll in an employer reimbursement plan 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.

***NOTE:** students may adjust payment methods, but cannot cancel payment plans*

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

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

****If these requirements are not met, the student must find alternative means to paying the semester's charges. The account may also be subject to university holds and/or late fees. ****



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STUDENT INFORMATION

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

Term to defer charges (including year): _____ Student's Home University: _____

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:

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/year _____. Upon completion of the course(s), the above student will be reimbursed for _____% of tuition and _____% of fees.

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 via email to
studentaccounts@pennwest.edu**