# Employer Tuition Deferral Application

## PROGRAM POLICIES

***Study now ... pay later!***

If your employer pays your tuition expenses for part-time study, but only after you complete the course, you now have the option to ask UC to defer your up-front payment until 30 days after the semester ends.

Part-time UC students enrolled through the School of Graduate and Extended Studies who are eligible for tuition reimbursement from their employers can participate in this program. The program is offered only to part-time students registered for undergraduate courses and/or professional development courses held during the regular schedule.

***Please note: You are responsible for the payment of your tuition by the date it is due.***

- You must complete the application and promissory note (below) for the tuition being deferred.
- Your employer must sign the application below, verifying your eligibility for reimbursement.
- This form must be completed and signed. Letters from employers will not be accepted.

Late charges will accrue on your student account if payment is not made by the due date. Non-reimbursement to you by your employer by the date tuition is due is not an exception to this policy nor is non-receipt of a grade. Tuition is charged for the course, not for the grade. You, not your employer, are responsible for paying your tuition on time.

Because each employer has specific policies and time lines for reimbursing their employees, we are unable to grant extensions to the due date. We are unable to manage the program under such diverse schedules.

- The deferment is applied to your tuition only.
- The deferment period ends 30 days after the semester is completed, at which time tuition is due in full.
- The deferment does not reduce your debt, it simply allows you to postpone payment of your tuition until after the semester.

- If for any reason you become ineligible for reimbursement by your employer, you must contact the Student Financial Services Office at (315) 792-3224.

- If, during the deferment period, there are payments made to your student account from any source (e.g., student loans, etc.) or you initially registered with a down payment, these payments will be applied to your unpaid tuition. These funds will not be refunded until your tuition has been paid in full.

## Verification for Employer Tuition Reimbursement

**Please Print** **SPRING 2008**

Date ____/___/____ SSN or Student ID _____

Student Name _____

Address _____

City _____ State _____ Zip _____

Phone (work) (____)_____ Phone (home) (___)_____

No. of courses for which you plan to enroll: ____ Undergraduate ____ Professional Development

Company Name _____

Company Representative _____ Company Phone (___)_____

Company Address _____

o **Please check here if you are a matriculated student filing the Free Application for Federal Student Aid (FAFSA) for financial aid.**

Signatures:

_____
Company Representative's Signature

_____
Student's Signature

I understand that, as the student, I am responsible for payment of my tuition even if I do not receive reimbursement from my employer for any reason by the tuition deadline.
(Return completed form with your mail or fax registration, or bring the completed form to the School of Graduate and Extended Studies.)

## Employer Tuition Deferral Promissory Note

**Please Print**

Date___/___/___ SSN or Student ID _____

Name _____

Address _____

City _____ State _____ Zip _____

| | |
|---|---|
| Tuition Only | _____ |
| Course Fees | _____ |
| Total Due | _____ |
| Balance Due | _____ |
| Date Due: | June 16, 2008 |

**Student: Keep a copy of this promissory note for your records.**

* Tuition and fees for graduate and undergraduate courses.

**FAX NUMBER (315) 792-3002**

This form needs to be completed, signed, and sent to the School of Graduate and Extended Studies before the first class meeting to ensure a finalized schedule.

In consideration of the student having registered and attended classes at Utica College ("the College") without payment in full of the College's charges for such registration and attendance, and in further consideration of the College's forbearance of immediate collection of all amounts now due and owing for the above student's tuition and/or fees, the undersigned promises to pay to the order of Utica College, the principal sum of $_____ on the date due as specified above. If full payment is not made by the date due, the undersigned shall pay a late fee. When the unpaid balance is less than $350, the late fee is $40; when $350 or more, the late fee is $75.

Until all amounts due and owing on this note are paid in full, the College may withhold the student's grades, transcripts, and/or diploma, and prohibit the student from registering for any subsequent periods. If full payment is not made within 45 days from the date due, the College also may cancel the student's registration, remove or bar the student from attending classes, and retain all monies received.

In the event of any default on this note, the College may set off against sums outstanding on the note all sums, deposits, credits, or other property belonging to the undersigned that may be in, or thereafter come into, its possession.

Should it be necessary for Utica College to use a collection agency which is subject to the Fair Debt Collection Practices Act, the undersigned agrees to pay all costs and attorney's fees.

In the event that legal proceedings are commenced, the undersigned agrees that legal action may be brought in the courts of New York State with venue in Oneida County and that such courts shall have full personal jurisdiction over the undersigned.

The undersigned waives presentment, demand for payment, notice of dishonor, protest, notice of protest, all other notices in connection with this note.

The undersigned shall promptly notify the College in writing of any change of address.

X_____
Student's Signature