PEPPERDINE
Graziadio Business School

Student Accounts

# *COMPANY REIMBURSEMENT FORM*

STUDENT'S NAME (please print): _____

STUDENT'S UNIVERSITY ID NUMBER: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

***Please indicate below the tuition $ amount or tuition % and time period of the company reimbursement.***

PERCENTAGE or DOLLAR AMOUNT COVERED: **%**_____**or $**_____
TIME PERIOD (Circle 1 of the 2):This Term Only: _____ **or** Calendar Year: 2027
Indicate Term

Tuition that is covered by Company Reimbursement will be deferred until the end of the term according to the following due dates:
**Fall Trimester- January 15th, Spring Trimester- May 15th, and Summer Trimester- September 15th.**

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- For students reimbursed for tuition by their employers, the University will allow a deferral of tuition payment after deduction of any financial aid funds assistance. All financial aid funds are applied to tuition charges and fees first. Funds cannot be released until all institutional charges are paid. If financial aid funds do not cover full tuition, the remaining tuition balance can be deferred under the company reimbursement payment plan. Only tuition is eligible for deferment; all other charges/fees are due by the standard due date assigned to them.

- Students should also be aware that the receipt of financial aid may affect eligibility for tuition reimbursement from their company. It is the student's responsibility to review and understand their company policy regarding company reimbursement. Invoices provided to students by Student Accounts will reflect grants and/or scholarships received.

- If the company reimburses less than 100% of the total tuition, the student must pay the portion not eligible for deferment in full or sign up for the Two or Three Payment Plan Option by the first payment due date. Payments must be made according to payment plan option due dates.

- Regardless of the company reimbursement, the student is responsible for payment of the full amount to the University by the due date. Missing a deadline may revoke the privilege of using the Company Reimbursement Payment Plan Option at future registrations. Payment must be received by the Student Accounts Office on or before the due dates to avoid a nonrefundable $50 late payment fee and finance charges at .027% per day on any unpaid balance. All other payment policies of the Academic Catalog remain in effect.

- The Company Reimbursement form must be renewed annually by submitting a new form to the Student Accounts Office prior to January 1 each year. A new form is also required if the student changes place of employment, experiences a change in company policy, withdraws, or does not enroll for a trimester.

- Students may not use the Company Reimbursement Payment Plan Option if they are the owners of or majority stockholders in the companies from which they seek reimbursement.

***I have read and agree to the aforementioned payment agreement and hereby give my consent to the Office of Student Accounts to release information to and discuss my student account with my employer:***

_____
Student's Signature

Work Phone Number: _____

Date: _____

**Employer's Verification:**

_____
Employer's Name and Title (please print)

_____
Employer's Signature

Employer's Phone Number: _____

Date: _____

Form last revised on 11/04/2026