

PEPPERDINE UNIVERSITY

Graziadio School of Business and Management

OFFICE OF STUDENT FINANCIAL SERVICES

COMPANY REIMBURSEMENT FORM

STUDENT'S NAME: (Please Print) _____

STUDENT'S UNIVERSITY ID NUMBER: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

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

PERCENTAGE or DOLLAR AMOUNT COVERED: % _____ or \$ _____

TIME PERIOD (circle 1 of the 2): **This Term Only** _____ **Calendar Year** _____

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.**

- **Students receiving or applying for financial aid are not eligible for company reimbursement deferment.**
- If the company reimburses less than 100% of the total tuition, the student is responsible for the remaining balance, or the portion not eligible for deferment, according to the Simple, Two Payment, or Three Payment Option payment due dates as more fully set forth in the Graziadio School of Business and Management's Academic Catalog.
- **Regardless of the company reimbursement, the student is responsible for payment to the University of the deferred amount by the due date. 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 as more fully set forth in the Graziadio School of Business and Management's Academic Catalog. 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 1st 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 should also be aware that the receipt of financial aid (generally grants and scholarships) may affect eligibility for tuition reimbursement from their company. It is the students' 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.

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

Employer's Name and Title (please print)

Work phone number: _____

Employer's Phone Number: _____

Date: _____

Employer's Signature _____