



Office of Student Financial Services
Graziadio School of Business and Management

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: 2016

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.

- > 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. Payments must be made according to payment plan option due dates.
> Regardless of the company reimbursement, the student is responsible for payment of the deferred amount to the University 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.
> Students who meet either of following criteria are not eligible for Company Reimbursement deferment:
- Students receiving or applying for financial aid.
- Students who are owners of, or majority stockholder in, the company 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:

Employer's Verification:

Student's Signature _____

Employer's Name and Title (please print) _____

Work phone Number: _____

Employer's Signature _____

Date: _____

Employer's Phone Number: _____

Date: _____