

***COMPANY REIMBURSEMENT FORM***

***Return to: PEPPERDINE UNIVERSITY OFFICE OF STUDENT ACCOUNTS***

STUDENT'S NAME: (Please Print) \_\_\_\_\_

STUDENT'S UNIVERSITY ID NUMBER: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS/EMAIL: \_\_\_\_\_

**Please choose only one of the options below: for either the dollar amt OR percentage covered, AND then the appropriate time period that amount applies:**

DOLLAR AMOUNT COVERED AND FOR WHAT TIME PERIOD: \$ \_\_\_\_\_  
(Circle 1 of the 4 ) **This Term Only**    **Calendar Year** \_\_\_\_\_    **Academic Year** \_\_\_\_\_    **Entire Program**

PERCENTAGE OF TUITION COVERED AND FOR WHAT TIME PERIOD: \_\_\_\_\_ %  
(Circle 1 of the 4 ) **This Term Only**    **Calendar Year** \_\_\_\_\_    **Academic Year** \_\_\_\_\_    **Entire Program**

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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 15<sup>th</sup>, Spring Trimester- May 15<sup>th</sup>, and Summer Trimester- September 15<sup>th</sup>**. If the company reimbursed less than 100% of the total tuition, the student must pay the remaining balance, or the portion not eligible for company reimbursement according to the Simple, Two Payment, or Three Payment Option.

**The student is ultimately responsible for payment of all charges incurred on the student account, regardless of the company's agreement.** Accordingly, the student must make arrangements each trimester to ensure ultimate payment of all charges. The student is responsible for ensuring that any outstanding balance is paid on or before the due date. In the event that payment is not received by due date, the student's account will be charged a non-refundable late fee of \$50.00 and daily delinquency charges of .027% on any unpaid past due balance.

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.

This agreement must be submitted at the start of each new term if: it only defers one term, the student does not attend for one or more terms, the student's company changes policy or amount covered, or the student is no longer employed by the company. Failure to timely submit proper documentation will result in loss of deferment privileges and the student's account being automatically placed on the Simple Payment Option.

**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