

Employer Reimbursement Tuition Deferment Request

Students who receive tuition reimbursement from their employers may use this Employer Reimbursement Tuition Deferment form to defer a portion of their tuition.

- The completed form is due at the time of registration or before the semester bill due date.
- The completed form must be accompanied by a letter on the Employer's letterhead outlining their tuition reimbursement policy & confirming the student/employee's eligibility to participate in the program.
- All participants in this program are required to pay 25% of their total tuition and fee balance, a *non-refundable* deferment fee; along with any charges not covered by the employer's tuition reimbursement plan.
- ***The student/employee may only defer 75% of the amount of the charges the employer has agreed to pay.***
- The remaining semester balance must be paid in full exactly four weeks after the semester ends.

To Be Completed by the Student/Employer: Hofstra Student Identification #: _____

Last Name: _____ First: _____ M.I. _____

Street Address: _____ City, State, Zip: _____

Mobile Phone: _____ Home Phone: _____

Semester: Fall January Spring Summer _____ Number of Credits _____ Level: Graduate Undergraduate

I, _____, understand and agree to the regulations of this agreement as stipulated below:

- It is the responsibility of the *student/employee* to check their Hofstra account online & remit timely payment.
- *Student/employees* are responsible for the tuition bill. This agreement is between the *student/employee* and Hofstra University. Any monies remitted to the *student/employee* by the Employer are not the concern of the University.
- Should the *student/employee* leave the company's employ for any reason, should the company change their tuition reimbursement program or should the *student/employee* fail to earn the necessary grade for reimbursement, any remaining outstanding balance due is the *student/employee's* responsibility and is due by the due date indicated below.
- Payment not received by the due date indicated on the agreement may be subject to late fees.
- Deferred payment fee is a non-refundable charge.
- In the event of default, the *student/employee* agrees to pay, in addition to all other charges and balance due, all collection and legal fees, including, but not limited to attorney's fees, and interest.
- Failure to comply with the requirements & conditions of this agreement as stated here may affect future use of this program.
- Deferments will not be processed until all required documentation/fees are submitted. Failure to submit this completed form by the semester bill due date may result in late fees being assessed.
- Withdrawal from the University does not cancel or void this agreement. Any outstanding balance after the application of the University's refund policy remains due and is the responsibility of the *student/employee*.

Tuition Reimbursement/Deferment: _____ **Deferred Payment Due Date:** _____

a: Total tuition and fees: _____

b: Deferment Requested: _____

(75% of tuition to be covered by employer)

c: Deposit (a less b): _____

d. Deferment fee (2 % of line b; minimum \$50.00) _____

e: Total payment received with agreement: _____

University Representative _____

Date _____

I understand that my employer's reimbursement may be an amount less than the full tuition charges and I agree to make full payment of the account balance due no later than _____ even if I have not received reimbursement from my employer.

Student signature: _____ **Date:** _____