

**Employer Reimbursement Tuition Deferment Request**

Students who receive tuition reimbursement from their employers may use this Employer 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/Employee:** 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:** \_\_\_\_\_