

# POINT PARK UNIVERSITY

## FALL 2011 EMPLOYER REIMBURSED TUITION AGREEMENT



Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Student Address \_\_\_\_\_ Student Phone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Employer \_\_\_\_\_

Preferred Email Address (for correspondence regarding this agreement only) \_\_\_\_\_

Please check one:  I will  or will not be completing the Free Application for Federal Student Aid (FAFSA).

### Terms and Conditions

This agreement allows you to defer payment of the reimbursed portion of your tuition charges approximately 6 months past the fall 2011 tuition due date.

**This agreement must be received by August 15, 2011, for the fall 2011 semester.** If the agreement is not received and all of the requirements are not met by August 15, 2011, you may incur a \$75 per month nonrefundable late fee.

You may prepay at any time without penalty. If you withdraw from the University, the refund policy described in the Point Park University course book will be applied. Before refunds are issued, all other financial obligations to the University must be paid in full.

### Requirements

- This agreement must be completed in full. Your agreement will not be processed until all requirements are met.
- You must complete a new agreement each semester, and you must provide a current letter from your employer which contains verification of eligibility and information regarding the terms of your company's reimbursement policy.
- You must submit a \$45 nonrefundable deferment fee with the Employer Reimbursed Tuition Agreement.
- All charges not covered by the employee's tuition reimbursement program must be paid by the student by August 15, 2011, for the fall 2011 semester. Nonrefundable late fees will be assessed after this date if payment for unreimbursed charges is not made.

**For the fall 2011 semester, all reimbursed tuition charges must be received by February 15, 2012.** If you need an official grade report to present to your employer, please contact the Registrar's Office. If your account becomes past due, the University will assess a nonrefundable \$75 late fee per month. In addition, the University will withhold all academic records and will prohibit you from registering for future semesters at the University.

Please note: If you completely withdraw from the University, this agreement becomes null and void; payment is due immediately.

By signing this agreement, I agree to all terms, conditions and requirements outlined above. I further agree and understand that if I do not pay the entire amount due by the deferred due date, I may incur additional costs for collecting any amount due, including attorneys' fees, court costs and/or collection agency fees. By signing this agreement, I am authorizing the University to contact my employer regarding my tuition benefits.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Return all forms as outlined above, including letter from employer and a \$45 deferment fee, to Point Park University, Office of Student Accounts, 201 Wood Street, Pittsburgh, PA 15222. You may also pay online at [www.pointpark.edu/studentaccounts](http://www.pointpark.edu/studentaccounts).

Questions can be directed to 412-392-8124. The fax number is 412-392-3962.

To be completed by Student Accounts: Has student paid fee? Y or N Initials \_\_\_\_\_