Ottawa University Employer Reimbursement Deferment Form

Employer reimbursed deferment of tuition allows the student to delay tuition payment until 30 calendar days from close of the term.

Term: _____ (Term should be identified as Summer 2012, Fall 2012, etc.)

Student may defer tuition charges for the term specified above by:

- completing this deferred tuition request form
- paying a $60 non-refundable fee to be charged to the credit card listed below.
- providing documentation from their employer on official letterhead, an employer authorization form, or company policy outlining the system of payment, stating annual reimbursement limits, and verifying the student's eligibility. IF the documentation received includes all the above information we will not require this to be submitted each term for the period of eligibility covered in the supplied documentation.
- Submitting all documentation with the Enrollment Form at the time of registration. Failure to submit all documentation will void term registration.

Charges in excess of student's employer reimbursement eligibility are due at the time of registration. Whether the student has been reimbursed by their employer or not, tuition will be charged to the credit card listed below on the 31st day following the end of the term. No notice of this assessment against the student's credit card will be given. **

Students must read and initial the following statement of understanding:

_____ I understand that if I am also seeking financial aid assistance, financial aid disbursements will be applied to my tuition balance first and the remaining balances on my student account will be deferred.

_____ I understand that should my company be unable or refuse to pay any or all of my tuition, the balance on my student account is always my responsibility.

_____ I understand that I can pay this balance using any payment form PRIOR to the 31st day after the term ends.

_____ I understand that in the event this agreement is referred to an attorney or collection agency, I will be obligated to pay collection costs and fees, attorney's fees, court costs, and other related costs to Ottawa University, including default interest.

_____ I understand that if my credit card payment is declined, official transcripts will not be released and current registrations as well as future registrations will be subject to cancellation.

_____ I understand that if I withdraw from any course during my participation in the deferred tuition program any and all charges due will be my responsibility and will be charged to the card provided at the time of withdrawal.**

Credit card # _____ [ ] MasterCard [ ] Discover

Expiration Date: _____ V-Code: _____ [ ] American Express [ ] Visa

_____ _____

Student Signature Date

STUDENT NAME		STUDENT I.D.
EMPLOYER and WORK PHONE		CREDIT CARD WILL BE CHARGED on the 31st day following the end of the term**
CARDHOLDER NAME	CARDHOLDER ADDRESS	
CARDHOLDER CITY	CARDHOLDER STATE	CARDHOLDER ZIP CODE
EMAIL		CARDHOLDER PHONE