Ottawa University Employer Reimbursement Deferment

Employer reimbursed deferment of tuition allows the student to delay tuition payment until 45 calendar days after the official closing date of the term. For the _____term, the deferred tuition due date is _____. ***Note: The term should be identified as fall 2007, fall-2 2007, spring 2008, etc.***

- Students may defer tuition charges by paying a $45 non-refundable fee per term at time of registration.
- The student must provide documentation on official letterhead or an authorization form from the employer outlining their system of payment and verifying the student's eligibility. This documentation must be updated each term.
- Failure to provide this required documentation may result in student's withdrawal from class.
- Charges in excess of student's employer reimbursement eligibility are due at the time of registration.
- Student must complete the credit card information below. Tuition will be assessed via the credit card on the deferred tuition due date indicated above. No notice of this assessment against the student's credit card will be given. Rather, the assessment will be automatic upon the expiration of the 45 calendar days following the closing date of the term.

Students must read and initial the following statement of understanding:

_____ The University will provide a deferred tuition receipt upon the expressed request of the student.

_____ I understand that if, for whatever reason, I do not receive any or all of my financial aid, the remaining balances on my student account is my responsibility.

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

_____ I understand that official transcripts will not be released and registration for future classes will be restricted if full payment is not made by the due date.

_____ 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, current registrations as well as future registrations will be subject to cancellation.

Card Number ☐☐☐☐-☐☐☐☐-☐☐☐☐-☐☐☐☐ ____/____

☐ **MasterCard** ☐ **Visa** ☐ **Discover** ☐ **AmEx** **Expiration Date**

☐ **Please check here if you would like this credit card charged for your $45 tuition deferment fee.**

_____ _____

Student Signature Date

STUDENT NAME	**STUDENT I.D.**
EMPLOYER and WORK PHONE	**DATE CREDIT CARD WILL BE CHARGED**

CARDHOLDER NAME	**CARDHOLDER ADDRESS**	
CARDHOLDER CITY	**CARDHOLDER STATE**	**CARDHOLDER ZIP CODE**