

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 and submitted with this request.
- Failure to provide this required documentation will 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.

Credit card # _____ [] MasterCard [] Discover
Expiration Date: _____ **V-Code:** _____ [] American Express [] Visa

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