

EMPLOYER SPONSORED PAYMENT PLAN

The Employer Sponsored Payment Plan (ESP) gives students receiving employment benefits the opportunity to defer tuition payment until the end of the semester. This gives the student the opportunity to receive their employer's tuition benefit before the tuition is due (dates listed below). This form must be completed each quarter the plan is desired. **The plan covers tuition and the activity fee.**

Note: This form must be completed and submitted within the first week of classes or eligibility for the plan is forfeited. Students must have a payment agreement on file before this form can be processed.

EMPLOYER CERTIFICATION

This will certify that _____ is eligible for tuition reimbursement for the Fall Winter Spring Summer quarter 20____ and will receive _____ % tuition reimbursement from this course upon meeting the requirements of the company's tuition reimbursement plan.

NAME OF COMPANY	
AUTHORIZED SIGNATURE	DATE
PRINTED NAME	TITLE
CONTACT PHONE NUMBER	CONTACT E-MAIL ADDRESS

EMPLOYEE AGREEMENT (Tuition Promissory Agreement)

I agree that **payment will be due** on the tuition due date below. If payment is not received by the due date below, I understand that the University has the right to assess collection costs, late payment fees, and place a hold on my account that prevents further registration and printing of transcripts. Should my student account remain unpaid at the time I leave the University, I am obligated to pay those fees as billed. I also understand that should I drop a class, I am subject to the published refund schedule.

STUDENT SIGNATURE	DATE	
PRINTED STUDENT NAME	STUDENT ID NUMBER	
HOME ADDRESS - STREET		
CITY	STATE	ZIP
HOME PHONE NUMBER	BUSINESS PHONE NUMBER	E-MAIL ADDRESS

PAYMENT SCHEDULE:

FALL	DUE FEBRUARY 10
WINTER	DUE MAY 10
SPRING	DUE AUGUST 10
SUMMER	DUE OCTOBER 10

Return this form to the Bursar's Office, 330 Meliora Hall, Fax: (585) 461-3356. Please keep a copy for your records.