



# 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 semester the plan is desired. The plan covers tuition only.

**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  Spring  Summer semester 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

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
SPRING	DUE JULY 10
SUMMER	DUE OCTOBER 10

Return this form to the Bursar's Office, 330 Meliora Hall, Fax: (585) 461-3356, or [bursar@admin.rochester.edu](mailto:bursar@admin.rochester.edu). Please keep a copy for your records.