

EMPLOYER REIMBURSEMENT PAYMENT PLAN APPLICATION

Name _____

ID# _____ Semester Fall Spring Summer Year _____

The Employer Reimbursement Payment Plan is for students whose employers will reimburse some or all of their tuition. Instead of paying tuition out of pocket, then waiting to be reimbursed, Saint Xavier allows students to pay 20% of tuition and fees and carry the balance until 30 days after the last day of the semester. Please read other terms and conditions below. This application form must be submitted each semester. PLEASE NOTE: To obtain a copy of your grades, please contact the Office of Records and Registration Services.

One of the following must be submitted to the **Office of the Bursar**:

- Attach a letter from your Employer verifying your employment and eligibility in their tuition reimbursement program.
- OR-
- Complete the Employer Information below, and have your employer sign.

For Employer Completion:

Supervisor Name & Title _____

Company/Organization Name _____

Mailing Address _____

City, State, Zip _____

Phone _____

Employer, Please check the space next to the appropriate reimbursement level:

Full reimbursement at 100% Partial reimbursement at _____% Amount \$ _____

Authorized Employer Signature _____ **Date** _____

Student Agreement

- You must submit this application to the **Office of the Bursar** each semester in which you wish to use the employer reimbursement payment plan. This form must be submitted prior to the beginning of your first class.
- 20% of tuition and fees must be submitted to the **Office of the Bursar** prior to the first day of class.
- Final payment on any remaining balance is due 30 days after the end of each term.
- The student is responsible for the balance if the employer does not reimburse for any reason, including withdrawal from a course or poor grade in a course.
- Late fees will be assessed every 30 days if payment is not received as scheduled.

Student Signature _____ **Date** _____

Return To: Office of the Bursar Saint Xavier University, 3700 West 103rd Street, Chicago, IL 60655
Or Fax To: 773-298-3917

Saint ♦Xavier♦ University
Chicago ♦ Orland Park