



Student Accounts Office
Date Received
Date Processed

Application for
Employer Reimbursement Plan

Students who receive tuition reimbursement from their employer may delay payment for up to five weeks after the last day of the term. To take advantage of this deferred payment plan, it is your responsibility to complete the following (please initial after reading):

- Submit a confirmation letter or company policy information from your employer
Submit a complete Employer Reimbursement Application the term you begin your enrollment and annually every fall term thereafter
View and print your statements and account history; ONLY available electronically through TouchNet

Policies include:

- If the application and/or company policy are received in the Student Accounts Office after the second week of the term, a \$50 late transaction fee will be assessed
If your employer does not provide 100% reimbursement, you are responsible to pay the difference prior to the first class meeting
If your employer reimbursement plan has a maximum annual limit, CLU will cancel your deferral when that limit is reached. You will be responsible for payment of all tuition charges exceeding your policy limit prior to the first class meeting

Student's Name: (Last, First)

Street Address, City, Zip Code:

Work Phone: Home Phone: Cell Phone: CLU ID#

Employer's Name:

Employer's Address:

CLU Email Address: I have submitted my company policy: Yes No

I understand that I am ultimately responsible to pay all charges on my account and that payment is due no later than 5 (five) weeks after the end of the term. If the balance is not paid, interest will be added to my entire unpaid balance. Future registration and the release of records will be denied. Additionally, I will be responsible for all cost incurred in an effort to collect this debt.

Signature

Date