



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 eight weeks after the last day of the term. To take advantage of this deferred payment plan, it is your responsibility to:

- **Submit a confirmation letter or company policy from your employer**
- **Submit a completed Employer Reimbursement application the term you begin your enrollment and annually (fall term) thereafter**
- **Statements are only available electronically**
- **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: _____

Social Security: _____ CLU ID #: _____

Employer's Name: _____

Employer's Address: _____

CLU E-mail 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 eight 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 costs incurred in an effort to collect this debt.

Date

Signature