

## GRADUATE STUDENT EMPLOYER REIMBURSEMENT POLICY

Seattle Pacific University (SPU) is pleased to offer a special program for students whose employers are paying for any portion of their tuition. This program enables students to defer payment on the portion of their account which will be covered by their employer.

Payment for students participating in the employer reimbursement program is due approximately 30 days after the end of the quarter. Refer to your monthly billing statement for exact payment amounts and due dates. Approximate due dates are as follows:

- Summer quarter payment is due September 10<sup>th</sup>
- Fall quarter payment is due January 10<sup>th</sup>
- Winter quarter payment is due April 10<sup>th</sup>
- Spring quarter payment is due July 10<sup>th</sup>

If a student receives an incomplete he/she must still pay for the course by the appropriate payment due date, regardless of when he/she receives the actual grade. It is the student's responsibility to notify Student Financial Services (SFS) regarding a delay in grades and/or payment from his/her employer.

### **In order to qualify for this program you must:**

Have on file with SFS the official Employer Reimbursement form and a verification letter from your employer on company letterhead for each academic year. The letter should include:

- The name and SPU identification number of the student to be reimbursed.
- The time period and course of study for which the reimbursement is approved. This should include an indication of any fees other than tuition for which the employer intends to pay (i.e. technology, parking, etc.).
- Any conditions or circumstances under which the reimbursement would be forfeited.

Unless otherwise specified by the employer, only tuition will be deferred. The student will be responsible for all miscellaneous fees and charges at the time they are applied to the student account. Such fees might include, but are not limited to: parking decals and fines, health center charges, library fines, and any assessed late fees. Media classes or classes which take longer than a quarter to complete can only be deferred for the quarter in which the student registers for them.

Reimbursement is valid for the time period listed by the employer. The student must submit a new written approval (including the Employer Reimbursement form) from his/her employer by the start of each year. It is the student's responsibility to submit statements and transcripts to his/her employer for reimbursement. Late fees will be assessed on past due accounts. In addition, a registration hold will be placed on past due accounts, preventing the student from registering for the following quarter. The student will be sent monthly statements to his/her SPU email account.

Please contact Donna McLynne in Student Financial Services with any questions regarding this program.

Phone: (206) 281-2069; Fax: (206) 281-2835; Email: dmclynn@spu.edu

🕒 Monday, Tuesday, Wednesday, Friday 9:00 AM – 4:30 PM and Thursday 9:30 AM – 4:30 PM

## EMPLOYER REIMBURSEMENT FORM

### **Student Information**

Name: \_\_\_\_\_ SPU ID#: \_\_\_\_\_

Student Phone: \_\_\_\_\_ Student Email: \_\_\_\_\_

### **Employer Information**

Employer: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Fax: \_\_\_\_\_

### **My signature below certifies that I have read this document and understand the following:**

1. In the event that I do not receive the reimbursement that I anticipated from my employer, I will be responsible for the student account balance including late fees (1.25 percent monthly) and, if placed with a collection agency, fees of at least 30% and up to 40% of the past due balance.
2. In the event that my student account is past due, a hold will be applied and I will be unable to register or receive an official academic transcript or diploma until my account is paid in full.
3. I am required to submit a new Employer Reimbursement Form and letter from my employer each year.
4. The letter from my employer must be complete and submitted to Student Financial Services no later than the fifth day of the first quarter I am requesting deferment.
5. In the event the letter from my employer is not complete (see requirements below) there may be a delay in student account deferment and I may be required to pay late fees.
6. SFS does not examine each course to determine if it is applied towards a degree. If eligibility for reimbursement from your employer is based on courses leading towards a degree, it is the employer's responsibility to specify either the classes included or classes that may not be included in the Employer's description of requirements for eligibility of tuition reimbursement.
7. If I receive an incomplete I will be responsible for paying for the course by the appropriate payment due date, regardless of when the actual grade is posted.
8. It is my responsibility to notify Student Financial Services regarding a delay in grades and/or payment from my employer.

### **Additionally, I understand that the letter from my employer must be on letterhead and include the following information:**

1. Student name and SPU identification number.
2. The time period (academic year or calendar year) and course of study for which the reimbursement is approved. This should include the percentage or maximum amount of tuition to be reimbursed, as well as an indication of any fees other than tuition for which the employer intends to pay (i.e. technology, parking, etc.).
3. Any conditions or circumstances under which the reimbursement would be forfeited.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Return this form, along with the letter from your employer to Donna McLynne at the address above.**

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