

Piedmont College

Deferred Tuition Payment Plan for Students Receiving Employer Benefits

The Deferred Tuition Payment Plan has been developed to help you meet your tuition costs at Piedmont College. It permits students whose employers reimburse tuition costs directly to them to defer the reimbursed amount until the end of the term. It requires the student to pay up front any portion of tuition not covered by the student's employer. Because company policies vary, Piedmont College sets certain standards to which students must agree in order to use the plan.

Each term...

1. You must submit a completed Deferred Tuition Payment Plan application and relevant fees at least seven days prior to the beginning of the fall, spring or summer term. If you add or drop a course after submitting this form, you must submit a new form. The application constitutes a promissory note and an acknowledgement that you are personally responsible for the full tuition.
2. The signature of your employer's representative on Section C of the attached form is required. If you wish, you may also attach a letter from your employer verifying your employment and stating your eligibility for tuition reimbursement. You must notify Piedmont College at once if you are no longer eligible for the reimbursement.
3. Attach a check or money order for the current total due listed in Section A, Line E to this application for the deferred tuition payment plan. This total is the amount not covered by your employer in addition to the \$40 fee to use the plan. Credit Card payments may be submitted online, in which case you should attach your payment confirmation to this application.
4. You will receive an invoice for all tuition and fees for the term immediately following Drop/Add. The plan extends the payment due date for the employer's portion to two weeks after the date that grades are recorded by the Registrar's Office. (Grades are posted within 48 hours of final exam completion). Present your grade report to your employer for reimbursement. **Upon receipt of reimbursement from your employer, you are responsible for submitting payment to the college. An official transcript and/or diploma will not be released until all charges are paid in full.**
5. **Remember that you alone are responsible for assuring that your bill is paid in full, even if you have not been reimbursed by your employer by the due date of two weeks after grades are posted.**
6. A late fee of \$15 per month will be assessed on overdue accounts, and you may be prohibited from further use of the plan. Any future term registrations may also be voided if the prior term has not been settled prior to the start of the upcoming semester.
7. Withdrawal from a course does not relieve you of responsibility for paying your full tuition and fees according to published withdrawal policy.

Reminder: This form must be submitted to the Office for Student Accounts each term.

Piedmont College

Deferred Tuition Payment Plan

(Please print application)

A. Student Application Information & Acknowledgement of Responsibility

Term: Fall Spring Summer Year: 20__

Name: _____ Student ID#: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Home: _____ Work: _____ Email: _____

Employer's Address: _____

City: _____ State: _____ Zip: _____

Minimum Grade Required for Reimbursement: _____

Total Tuition: \$ _____ (A)

Amount covered by employer (deferred tuition): \$ _____ (B)

Amount not covered by Employer: \$ _____ (C)

Plan Fee: \$ _____ (D)

Total Amount Now Due With Application: \$ _____ (E)

B. Promissory Note

I acknowledge that I am responsible for full payment of the balance due for tuition and fees for courses in the above term. It is my responsibility to comply with the requirements established by my employer for tuition reimbursement. I promise to pay Piedmont College the balance remaining on my student account within 14 days of the Registrar's issuance of grades for the above term. My obligation to pay is not contingent upon receiving reimbursement from my employer. I have read and understand the conditions of the Employer Reimbursement Payment Plan.

Student Signature: _____ **Date:** _____

C. Employer Verification

Your employer's representative should complete this section. You may also attach a letter of eligibility for company reimbursement issued by your employer.

This verifies that _____ is eligible for tuition reimbursement as stated in Section A, Line B above.

Authorized Company Representative (PRINT): _____

Title: _____ Phone #: _____ Email: _____

Signature: _____ Date: _____

D. Piedmont College Approval

Approved **Not Approved**

Signature: _____ Date: _____

A copy of this form will be mailed to you as verification that your application has either been approved or not approved.