

## **EMPLOYER REIMBURSEMENT DEFERRED PAYMENT OPTION**

Students whose employers offer tuition assistance can defer payment until the end of each semester by complying with the following procedure:

1. **EACH SEMESTER** a \$35.00 deferred tuition fee is required.
2. Employer Reimbursement paperwork should be submitted by the payment due date for each semester deferment is required.
3. The student is required to sign this employer reimbursement deferred payment option promissory note/contract each semester. Any balance not paid by the employer is the responsibility of the student. The student is responsible for making any additional payment arrangements and should contact the Student Accounts Office.
4. The student must submit a copy of their employer tuition assistance policy and a letter from the employer verifying their eligibility. The policy must include the percentage to be paid by the company and the date of expected payment. This must be turned in each semester by payment due date
5. If the employer requires grades for reimbursement, the deferred payment must be received no later than thirty (30) days after the end of the semester. Failure to remit payment within the allotted time will result in your classes for the next semester being cancelled. A late fee of \$250 will be assessed for the semester in which you fail to pay, and a 1% per month interest fee will also be assessed on any unpaid balance.

### **PROMISSORY NOTE /CONTRACT**

I, \_\_\_\_\_ SID \_\_\_\_\_  
promise to pay D'Youville College the balance due on my account of \$ \_\_\_\_\_  
for tuition fees and other charges for the \_\_\_\_\_ semester in accordance with my  
employer's tuition assistance policy as well as the guidelines mentioned above for  
employer reimbursement. I understand that I must pay any portion of my bill not covered  
by my employer's tuition assistance policy in addition to the \$35 deferred tuition fee. If I  
am unable to make this payment in full, I understand that I must sign up for the payment  
plan. If I fail to submit payment from my employer or pay any part of my balance that is  
not covered by my employer, a late fee of \$250 will be assessed for the semester in which  
I fail to submit payment. I agree to pay interest of one (1) percent per month as well as  
any collection fees or attorney fees needed to collect the balance not paid when due.

Failure to adhere to payment due dates may result in the balance becoming immediately  
due and may jeopardize future eligibility in any payment programs or attendance at  
D'Youville College. At the discretion of the college, transcripts, grades and future  
registration may be withheld until the account is paid in full.

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Signature

Date