



## EMPLOYER REIMBURSEMENT PAYMENT PLAN APPLICATION

The Employer Reimbursement Payment Plan is for students whose employers will reimburse some or all of their tuition. Rather than paying full tuition out of pocket and waiting to be reimbursed, Saint Xavier University allows students to pay 20 percent of tuition and fees and carry the balance until 30 days after the last day of the semester.

Please read the terms and conditions below. This application form must be submitted before classes begin. To obtain a copy of your grades, please contact the Office of Records and Registration once your account is paid in full.

Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Semester:  Fall  Spring  Summer | Year: \_\_\_\_\_

Program/Degree: \_\_\_\_\_

### FOR EMPLOYER COMPLETION

Supervisor Name and Title: \_\_\_\_\_

Company/Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Check the box next to the appropriate reimbursement level:

Full reimbursement at 100%  Partial reimbursement at \_\_\_\_\_ %  Amount \$ \_\_\_\_\_

**Authorized Employer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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### STUDENT AGREEMENT

- You must submit this application to the Office of Student Accounts before the first day of class.
- Twenty percent of tuition and fees must be submitted to the Office of Student Accounts prior to the first day of class.
- Final payment on any remaining balance is due 30 days after the end of each term.
- The student is responsible for the balance if the employer does not reimburse for any reason, including withdrawal from a course or poor grade in a course.
- Late fee will be assessed every 30 days if payment is not received as scheduled.

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

Return to the Office of Student Accounts at [studentaccounts@sxu.edu](mailto:studentaccounts@sxu.edu) or in our office located in the Warde Academic Center, Room A-227.