Employer Reimbursement Payment Agreement
2017-2018 Academic Year

TO BE COMPLETED BY STUDENT (ALL FIELDS REQUIRED):

Name: _____ Student ID: _____
(last) (first)
Address: _____

Telephone: _____ Email: _____

This Employer Reimbursement Payment Agreement ("Agreement") is for students whose employers require course completion prior to tuition reimbursement. This Agreement allows you to defer payment of the reimbursable portion of your tuition until after the conclusion of the applicable academic term. The University of Denver must receive a renewed and/or updated Agreement each time the designated academic terms have lapsed or each academic year. Also, if there is a change in your employment status or in your employer's tuition reimbursement program, a new Agreement must be submitted. A ***$45.00 processing fee*** and any portion of the charges not eligible for reimbursement must be paid in full by the specified due date on the tuition bill. This Agreement is limited to reimbursable tuition and fees only. All fees and other charges not reimbursable by employer are your responsibility. The deferred payment amount must be paid by the employer reimbursement due date published on the Bursar's Office website regardless of the status of reimbursement from your employer or grade received for the courses taken. It is your responsibility to ensure that grades and invoices are submitted to your employer. **Your employer has no liability to the University of Denver; this Agreement will not initiate direct billing to your employer**. *The Agreement must be signed by you and your employer, and submitted to the Bursar's Office. A late fee equal to the greater of $75 or 1.5% of the unpaid balance will be applied to your student account if this Agreement is submitted more than 30 days after the applicable tuition payment due date for the initial specified academic terms of this Agreement.*

The purpose of this Agreement is only to allow students who receive employer reimbursement to defer payment of their tuition and fees. This Agreement does not supersede or negate your financial responsibility to the University of Denver specified in the Student Financial Responsibility Agreement and all terms thereof shall apply.

IMPORTANT: If you are applying for or receiving financial aid, you must report any tuition reimbursement amounts on your award letter. If you are expecting a refund from your financial aid due to this agreement you must contact the Bursar's Office to initiate the process. Please visit our website at www.du.edu/bursar to see the published due dates for each term. A Family Educational Rights and Privacy Act (FERPA) release must be completed giving consent to the University of Denver to release all or part of your records to third parties, such as your employer. This consent is needed for all requested information written or verbal. The FERPA release is located online at PioneerWeb, Student Tab, Student Information, Release of Student Records.

Student signature: _____ Agreement signed in Denver, CO on date: _____

TO BE COMPLETED BY EMPLOYER (ALL FIELDS REQUIRED):

Employer Name: _____ Contact Name: _____

Telephone: _____ Email: _____

Please provide the amount or percentage that will be reimbursed to the employee for the following terms (please include all that apply)

ACADEMIC YEAR (August-July)	**CALENDAR YEAR** (January-December)	**TERM-SPECIFIC** (please indicate % or max $)
% _____	% _____	Fall Quarter 2017 _____
and/or max $ _____	and/or max $ _____	Fall Semester 2017 (law only) _____
		Fall Interterm 2017 _____
		Winter Interterm 2017 _____
		Winter Quarter 2018 _____
		Spring Quarter 2018 _____
		Spring Interterm 2018 _____
		Spring Semester 2018 (law only) _____
		Summer Quarter 2018 _____
		Summer Interterm 2018 _____
		Summer Semester 2018 (law only) _____

AUTHORIZED SIGNATURE: _____ DATE: _____

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