



LORAS COLLEGE EMPLOYER TUITION REIMBURSEMENT FORM

The Loras College Employer Tuition Reimbursement Plan (ETRP) allows students to defer the amount of tuition and fees their employer will pay. **ETRP is only available to students who are in good financial standing with the College and who receive tuition reimbursement from their employer. Proof of employment and company policy detailing tuition reimbursement will be required.**

Students who opt to take advantage of the advantage of the ETRP must complete the following steps:

- Submit a confirmation letter and company policy information from your employer (attach to this form).
- Submit and complete the *Loras College Employer Tuition Reimbursement Form*.

Name: _____ ID#: _____

Address: _____ City, State, Zip: _____

Email: _____ Phone #: _____

Employer: _____

EMPLOYER VERIFICATION

The employer must complete this section in order for the student to defer their tuition based upon the student receiving payment or reimbursement from your organization. Loras College reserves the right to verify this information with the employer.

Reimbursement Eligibility Amount: \$ _____ or _____% Tuition & Fees Tuition Only
(circle one)

Company Name: _____ Name of Auth. Representative: _____

Company Address: _____ Title of Auth. Representative: _____

Signature of Representative: _____

Phone Number: _____ E-Mail Address: _____

This section is to be completed by the student's employer only

Loras College reserves the right to rescind or refuse this deferment option if the College is notified that the student is no longer eligible to receive tuition benefits, if the student failed to abide by the terms of the ETRP agreement in a

prior term, or if the student has been sent to collections for non-payment in the past. **Failure to earn a required minimum grade to receive payment from an employer and/or withdrawal from class does not excuse the student from being charged all applicable tuition and fees for the semester.** Withdrawal from all courses for a term will result in the ETRP form being voided and any resulting balance due immediately.

The amount that is being deferred by the ETRP will not show as a payment on your account until the funds have actually been received. To account for the benefit, the amount being reimbursed by the employer will show as pending financial aid. Any remaining balance showing on the student account will reflect the student's out-of-pocket cost and will be due according to the payment plan set by the college. Failure to pay the out-of-pocket cost will result in a \$50 monthly service charge being assessed to the student account. If you are obtaining a loan, a refund check will not be issued until an actual credit balance exists on your account. Payments can be made online by e-check, credit, or debit card, or by cash or check at the Business Office window in Keane Hall.

At the option of Loras College, any or all of the following may be applied to past-due amounts on student accounts:

- 1) I understand that Loras College may cancel this agreement at any time, for any reason.
- 2) Loras College reserves the right to prevent registration in subsequent terms or to un-enroll students from classes in subsequent terms if the deferred amount is not paid in full within 30 days of the last day of the term. If the balance is not paid, a delinquency charge of 1% monthly will be added to my entire unpaid balance.
- 3) Accounts that have not been paid in full 30 days after the last day of the term may be reported to a credit bureau and/or assigned to a collection agency for payment recovery. The student agrees to pay all reasonable collection costs, including attorney fees and other charges necessary for the collection of any amount not paid when due.
- 4) Students who have not paid the deferred amount on their student account in full will have a hold placed on their student account and will be denied future registration, transcript, and a diploma until their account balance is paid in full.

Remember to view and monitor your account history through the online student account system, CASHNet, to periodically check the status of your student account.

Acknowledgement by the presence of my signature below:

Student's Signature: _____

Date: _____

Any questions regarding this form or the *Employer Reimbursement Program* can be directed to the Business Office at (563) 588-7232.

**Please complete and return this form to: Loras College Business Office
Attn: Director of Student Accounts
1450 Alta Vista Street
Dubuque, IA 52001**