



Messiah University  
Graduate Student Financial Services,  
One University Avenue  
Mechanicsburg, PA 17055

Phone: 717.766.2511 x6004  
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gradfinancialserv@messiah.edu

### Deferred Tuition Payment Agreement

The Deferred Tuition Payment Agreement permits graduate students, who receive employer reimbursement, to defer payment of their eligible reimbursed charges for up to 60 days after the last day of each semester. This is an agreement between the student, the employer, and Messiah University.

#### Terms and Conditions

1. The employer must offer tuition reimbursement benefits.
2. The employer must complete the Employer Enrollment form and submit a copy of its tuition reimbursement policy.
3. The student must pay the minimum portion not covered by the employer tuition reimbursement plan prior to the start of classes. If the reimbursement covers 100% of the tuition cost, then no tuition payment is required. However, technology fees and other charges not covered must be paid.
4. The student is responsible for securing and submitting grades and invoices to the employer.
5. Payments will be considered late if not received within 60 days after the last day of each semester. Late fees will be applied to the student's account.
6. The student is responsible for informing the university of any changes in employment or other circumstances that will affect the tuition reimbursement payment. The student is responsible for payment if the employer payment will be late.
7. This agreement must be renewed at the beginning of the fall semester of each academic year.
8. Textbooks, and required material costs are not eligible for deferred billing.

Student account notifications are emailed and billing statements are available on the secure Transact e-Bill website prior to the start of each semester and every month thereafter if a balance remains on the student's account. Notifications continue to be emailed even when the deferred balance is the only amount that is outstanding.

Any non-tuition fees assessed subsequent to the start of the semester will be billed to the student's account and are due within 15 days of billing. Additional statements may be requested.

Please contact Student Financial Services if extenuating circumstances prevent you from remitting payment in full by the stated due date, or if holds on your student account are preventing you from registering or requesting a transcript.

By signing below, I hereby agree to the terms and conditions listed above.

\_\_\_\_\_  
*Student Name*

\_\_\_\_\_  
*Student Signature*

Messiah University ID # \_\_\_\_\_

Date \_\_\_\_\_



### Employer Enrollment Form

\_\_\_\_\_ agrees to participate in a deferred tuition  
*Company / Employer Name*

payment program for \_\_\_\_\_ with Messiah University.  
*Student/Employee Name (please print)*

**\*\*Summary of Tuition Reimbursement Program, including maximum dollar or percent amounts:**

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**Employer Payment is sent to:**          Student          University

\_\_\_\_\_  
*Name of Employer Representative (please print)*

\_\_\_\_\_  
*Title of Employer Representative (please print)*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*E-mail*

**Semesters covered by agreement:**          Fall          Spring          Summer

\_\_\_\_\_  
*Signature of Employer Representative*

\_\_\_\_\_  
*Date*

**\*\*Optional:** A copy of the employer's tuition reimbursement program can be attached