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 30 days after the last day of each semester. This is an agreement between the student, the employer, and Messiah College.

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 30 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 College 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 CASHNet 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 (please print) Student Signature

Messiah College ID # ____________________ Date _________________________________

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Employer Enrollment Form

___________________________________________________ agrees to participate in a deferred tuition payment program for ________________________________________________ with Messiah College.

Company / Employer Name (please print)

Student/Employee Name (please print)

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

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Employer Payment is sent to: (circle one)  Student  College

______________________________________________________________________________ ______
Name of Employer Representative (please print)

____________________________________________________________________________________
Title of Employer Representative (please print)

__________________________       ___________________________
Phone Number      E-mail

Semesters of current academic year covered by agreement: (circle all that apply)

Fall   Spring   Summer

____________________________________________________________________________________
Signature of Employer Representative      Date

**Please attach a copy or description of the employer’s tuition reimbursement program.