



Employee Tuition Reimbursement Promissory Note

Academic Year 2019-2020

Students who receive tuition reimbursement from their employers may use this Company Deferment Form to defer a portion of their tuition.

- The completed form is due at the time of registration or before the term bill due date.
- The completed form must be accompanied by a letter on the Employer's letterhead outlining their reimbursement policy & confirming the student's eligibility to participate in the program.
- This promissory note is executed in lieu of the required advance payment for the amount due to my employer's policy on tuition reimbursement.
- Payment in full is due immediately upon withdrawal from the course(s) or within 30 days after the last day of term classes.
- All participants in this program are required to pay 5% of their total tuition and fees balance, a non-refundable \$25 participation fee; along with any charges not covered by the employer's tuition reimbursement plan.
- **The student may only defer 95% of the amount of the charges the employer has agreed to pay.**
- The remaining term balance must be paid in full within 30 days after the term has ended.
- This company deferment form will need to be completed on a term by term basis, providing that the student account payments are up to date.

To Be Completed by the Student:

Last Name: _____ First Name: _____ Student ID #: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: (_____) _____ Email: _____

I, _____, understand and agree to the regulations of the agreement as stipulated below:

- If payment is not received by the due date, I accept responsibility for payment of all charges in connection with the Employee Tuition Reimbursement promissory note to be charged to my credit card as provided below, including penalties and collection fees should my account become delinquent, which may be based on a percentage at a maximum of 33% of the debt, and all costs and expenses, including reasonable attorney's fees, which are incurred in collection efforts for any amount not paid when due.
- If Saint Peter's University is unable to charge my credit card, a \$75 late fee will be assessed. (Enter credit card info below. Signature at the bottom of this promissory note is agreement to the terms of this plan.)
- It is my responsibility to check my SPIRIT online account and remit payment in full by the specific company deferment payment due date. The payment due dates are listed on the university website via <https://www.saintpeters.edu/enrollment-services/student-accounts/company-deferments/>.
- I am solely responsible for the tuition bill. This agreement is between me and Saint Peter's University.
- If for any reason I depart from my employment, or my company changes their reimbursement program or should I fail to earn the necessary grade for reimbursement, any remaining outstanding balance due is my responsibility and is due immediately upon withdrawal from the course(s) or within 30 days after the last day of term classes.
- Deferment will not be processed until all required documentation/ fees are submitted. Failure to submit this completed promissory note by the term bill due date may result in late fees being assessed on my account.
- Withdrawal from the University does not cancel or void this agreement. Any outstanding balance after the application of the University's refund policy remains due and is my responsibility.

Card Number: _____ Exp Date: _____ VCODE: _____

Name as it appears on card

Authorized Signature

A 2.3% Convenience fee will be charged per AMEX transaction. *A 2.0% Convenience fee will be charged per VISA, DISC, and MC Transaction.

Tuition Reimbursement/ Deferment:

Term: _____ Year: _____

- Total tuition and fees: _____
- Deferment Requested (95% of tuition to be covered by employer): _____
- 5% of the Amount Owed (tuition and fees) _____, + the \$25 participation fee: _____
(The non-refundable participation fee is a separate fee not included with the overall tuition and fees.)
- Remaining Balance Owed for the Term: _____

I have read and understand the Guidelines for Company Deferral Program and I understand that I am fully responsible for the payment of my tuition.

Student Signature: _____ Date: _____

You may fax or pay in person at the locations listed below or make a web credit card payment via SPIRIT Online www.saintpeters.edu/spirit
Saint Peter's University • Enrollment Services • 2641 Kennedy Blvd • Jersey City NJ 07306 • Fax 201-761-6051
Enrollment Services • 1280 Wall Street West, 2nd Floor • Lyndhurst, NJ 07071 • Fax 201-761-4301