



## Employer Tuition Reimbursement Plan Form

**Please print this form, then complete it, and return to:**

Student Accounts Office  
Aquinas College  
1607 Robinson Road S.E.  
Grand Rapids, MI 49506  
Phone: (616) 632-2864  
Fax: (616) 732-4482

The Employer Tuition Reimbursement Payment Plan allows you to defer your tuition payment for up to six weeks following the completion of any course. This should allow time to receive your tuition reimbursement benefit check from your employer. A \$50 processing fee is due with the application for this plan.

Each academic year you participate in the employer tuition plan, you must fill out the application and pay the processing fee. The academic year begins with the fall semester. It is your responsibility to follow the procedure established by your employer to receive reimbursement for your tuition. You, and not your employer, are responsible for all costs you incur at Aquinas College. You must also notify Student Accounts if you change employers.

If you register and then drop a class, you must follow established procedures outlined in the College refund/charge policy. If your bill is not paid within the six weeks following the completion of the course, an interest charge of 1% per month will be assessed on all past due balances dating back to the first day of class. Past due balances will jeopardize your future eligibility for participating in this plan. Students with accounts in arrears are not allowed to register for classes or receive transcripts.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student ID # \_\_\_\_\_

Employer \_\_\_\_\_

Business Phone (\_\_\_\_) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Your signature above gives us the right to contact your employer to verify employment and time of payment of tuition reimbursement.