

Summer 2018 Employer Reimbursement Plan Application

Part I (to be completed by the Student)

Student Name (Printed)

Student WCU ID Number

Street Address

City, State, Zip Code

Telephone (Home)

Telephone (Work)

Email

Session:

- Summer I (May 26-June 30)
- Summer II (July 2-August 2)
- Summer Post (August 6-August 24)

Under the terms of this payment agreements:

1. I agree to pay my tuition account in full no later than the payment dates listed on the Bursar Website, whether or not I have completed the coursework or have been reimbursed by my employer.
2. I will pay all amounts not covered by my employer's reimbursement plan on or before my bill due date.
3. I understand that the plan covers only the amounts being reimbursed by the employer.
4. I understand that the University may conduct random audits to verify my employment status.
5. I understand that if my account is not paid when due, the following will apply:
 - The credit will be removed from my account.
 - A hold will be placed on future registration.
 - I will be ineligible for the plan in the future.

I wish to apply to Employer Reimbursement Plan as offered by West Chester University. I have read the terms and conditions stated herein, understand and agree to them.

Student Signature

Date

Part II (to be completed by the employer)

I hereby certify that

Student/Employee Name (Printed)

is currently employed at:

Company Name

and is eligible to participate in West Chester University's Employer Reimbursement Plan.

The above named company is covering:

Tuition % OR \$

Technology Fee % OR \$

General Fees % OR \$

This employee is eligible for a FLAT AMOUNT to be paid toward total charges as indicated below:

\$

Company Representative

Title

Company Street Address

City, State, Zip Code

Telephone

Email

Signature

Date

Student: When your employer has completed Part II, submit the application to bursar@wcupa.edu for processing.