

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

SEMESTER

- ☐ Fall
- ☐ Spring
- ☐ Winter
- ☐ Summer

SESSION

- ☐ Full Term
- ☐ Session 1
- ☐ Session 2
- ☐ Other

PROGRAM

- ☐ Undergraduate
- ☐ Graduate
- ☐ Doctorate
- ☐ MBA

YEAR

Under the terms of this payment agreements:

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

I wish to apply for the 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 with:

Company Name

and is eligible to receive the tuition reimbursement benefits indicated below as part of their employment:

☐ Tuition % OR \$

☐ Technology Fee % OR \$

☐ General Fees % OR \$

Company Representative

Title

Company Street Address

City, State, Zip Code

Telephone

Email

Signature

Date

If company policy does not permit Part II to be completed, please submit an official letter providing an explanation of tuition benefits for the employee/student.

Student: When your employer has completed Part II, submit the application to ERPlan@wcupa.edu. An email confirmation will be sent when the application is processed.