Office of the Bursar
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Spring 2018 Employer Reimbursement Plan
Office of the Bursar

West Chester University's employer reimbursement plan is designed for graduate students whose employers offer reimbursement for tuition charges. It allows participants to defer their tuition payments to West Chester University until after the term has been completed. There are no finance or interest charges associated with this plan.

Eligibility

Participation in the plan is open to graduate students in WCU Doctoral, Masters and Certificate programs. **Eligibility is contingent upon your employer completing Part II of the application form.** To be accepted into this plan, you must be in good financial standing with the University; you must have no outstanding balances and a have a good payment history.

Applying and Deadlines

To apply for the plan, complete Part I of the application and have your employer complete Part II. Return the completed application to the Bursar's Office. **Deadline to apply for the Spring 2018 plan is January 8, 2018.** Students admitted after the deadline should contact the Office of the Bursar for plan information.

Registration

Students are strongly encouraged to fully register for all sessions within the term. Delayed enrollment may limit the benefits of this program.

Billing

Upon acceptance of your application and completion of your registration, a credit will be placed on your account reflecting the expected payment from your employer.
This will prevent late charges from accumulating on your account and allow you to register for the next term at the regularly appointed time.

You will be responsible to pay all charges not covered by the plan. For example, if your employer is covering 75% of your **tuition only,** you will be required to pay the remaining 25% of tuition, plus any fees not covered by your employer. The balance that is not covered by the plan must be paid by your **initial due date**.

You may also elect to use our payment plan for the portion not covered under this plan. See our website for additional information regarding the Payment Plan.

Payments

You are required to pay the deferred portions of your bill whether or not you have completed the course work or have been reimbursed by your employer.
You must pay no later than May 31, 2018 for Spring 2018.

In the event that you do not make payment at the required time, the following sanctions will apply:

- The credit will be removed from your student account.
- A hold will be placed on future registration.
- You will be ineligible for the plan in the future.

Audits

West Chester University reserves the right to conduct random audits, which involve contacting your employer about your employment status.

Returned Payments

A $25 fee will be charged to your account for each payment returned by the bank for any reason. A late fee may also be charged, and you will be disqualified from the program.

Withdrawals

If you drop a class or withdraw from the University, all payments are due immediately. The normal University refund policy would then apply. For more information, please refer to the Refund Policy located on the Registrar's website

For More Information

Please visit the Bursar's website or contact the Bursar's Office at 610.436.2552