



# Employer Reimbursement Tuition Agreement Spring 2024 (must be renewed each quarter)

The following steps need to be completed by the student to be awarded Employer Reimbursement tuition deferment:

1. Each term the student must complete this Employer Reimbursement Tuition Agreement Form. This form and payment for any balance not covered by the employer must be received by the billing due date.
2. The term billing due date is **March 15, 2024**; agreements received after the due date are subject to a \$50 late fee.
3. This agreement allows the student to defer payment of the reimbursed portion of their **Spring 2024** balance until **June 30, 2024**. You will be automatically enrolled in an Enrollment Fee Free CASHNet payment plan with a one-time payment due on **June 30, 2024**. A reminder will be sent to you via email from CASHNet on the Monday prior to the date your payment is due. This balance must be paid by this date regardless of whether or not the student has received the reimbursement from his/her employer. If not paid by the due date a "HOLD" will be placed on your account. **NO EXCEPTIONS**
4. To make your payment, log into the CASHNet payment portal. Payment must be made by 4:00 pm to avoid any late fees or holds being placed onto your account. The payment portal will accept on-line checks (with no processing fee) or the following credit/debit cards: Discover, MasterCard & Visa (a 2.85 percent convenience fee will be added to all credit/debit card payments).

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- If the student withdraws from the College, the refund policy described in the college catalog will be in effect. Before any refunds are granted, all other financial obligations to the College must be paid in full.
  - If the account is not paid by the due date, the College may subject the student to penalties, which include a late payment fee of \$100, withholding of academic records, and suspension of the student from college, denial of future Employer Reimbursement Tuition Agreements, and denial of the privilege to register for future quarters.
  - Remember the student, not the employer, is responsible for all costs incurred at Central Penn College. Students must notify Student Accounts if there is a change of employers.
  - If the employer requires an official transcript, it is the responsibility of the student to request them in the Records and Registration Office.

**TO BE COMPLETED BY EMPLOYER:**

I certify that the below named applicant is employed by our company, and is eligible for tuition benefits in the amount of \$\_\_\_\_\_ for the **Spring 2024** term.

\_\_\_\_\_  
Name of Certifying Official

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Title of Certifying Official

\_\_\_\_\_  
Phone Number of Certifying Official

\_\_\_\_\_  
Date

**TO BE COMPLETED BY STUDENT:**

I qualify for the tuition benefit under my employer's policy; therefore, I request that payment of tuition in the amount of \$\_\_\_\_\_ for the **Spring 2024** term be deferred until the end of the term. I understand and agree that if, for any reason, my employer refuses payment, or I withdraw from classes and do not qualify for reimbursement, I will be responsible for the immediate and full payment of all tuition due to Central Penn.

\_\_\_\_\_  
Print Name of Student

\_\_\_\_\_  
Signature of Student

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
Cell Phone Number

By signing this Agreement, I agree to all its terms. I further agree and understand that if I do not pay the entire amount owed (including any deferred amount) plus any administrative fees owed before **June 30, 2024** I may incur additional costs for collecting the amounts due under this Agreement, including reasonable attorney's fees, court costs and collection agency fees. I release my rights under the Buckley Amendment and agree to allow the College to release my financial information to my employer.

Questions and Assistance  
Kathy Shepard Financial Aid  
1-800-759-2727 ext. 2261  
E-mail: kathysheward@centralpenn.edu  
Fax: (717) 728-2350

Mailing Address  
Central Penn College  
Business Office  
101 College Hill Road  
Enola, PA 17025