

Indiana University of Pennsylvania
Employer Tuition Payment/Reimbursement Form

Student's Name _____ **ID#** @ _____
(Indicated on billing statement)

Address _____

City _____ **State** _____ **Zip code** _____

Home phone _____ **Work Phone** _____

Please indicate the semester/term and year for which the employer payment form is to be used. This voucher will only be honored for one semester/term.

Semester/term _____ **Year** _____ **Courses** _____

I am employed by _____ where I am eligible for coverage by a tuition reimbursement plan. I therefore request a payment extension for my tuition/fees. **I understand that my account will be assessed a \$30 payment plan fee.** If payment in full is not received within four weeks after the grade reports are mailed, I assume full financial responsibility for my entire outstanding balance and authorize Indiana University of Pennsylvania to charge this balance to my credit card.

Master Card/Visa/Discover (circle one) number _____ **Exp. Date** _____

I have read and understand the terms of this agreement. I realize that failure to pay by the extended due date will subject my account to a \$50 late payment fee and that future registration and release of academic records will be denied until the account is settled. I am also responsible for any penalties arising from collection of this balance.

Signature _____ **Date** _____

To Be Completed By Employer

I confirm that _____ is employed by _____
And is eligible for coverage by our tuition reimbursement plan.

Please indicate below the percentage or maximum amount your company will pay for the following fees:

Tuition _____ **Registration Fee** _____ **Other** _____

Date payment will be mailed to IUP _____ Should company be billed directly _____

I certify that the above-named employee is eligible for the benefits indicated and that payment will be mailed directly to IUP within one month after receipt of grade report.

Name and Title _____

Signature _____ **Date** _____

Mail this form by billing due date to: Student Accounts Receivable, Clark Hall, 1090 South Drive, Indiana University of Pennsylvania, Indiana, PA 15705