

# Winter 2016 Deferred Tuition Reimbursement Plan

**\*\*A DEFERMENT FORM, EMPLOYER LETTER, AND \$50 PAYMENT IS DUE EACH TERM\*\***

Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Student ID Number or Social Security Number: \_\_\_\_\_

**Application Deadline: February 22, 2016**

## **Tuition Balance Payment Deadlines:**

**Non-Graduating Students: June 10, 2016**

**Graduating Students: Check payments: May 6, 2016**

**Graduating Students: Charge, or Certified Fund payments Prior to May 13, 2016**

Franklin University's Deferred Tuition Reimbursement Plan (DTRP) allows students receiving employer reimbursement to defer payment of their tuition until the "Tuition Balance Payment Deadline" date stated above.

## **Submission requirements:**

- **Deferment application, employer letter, and a non-refundable \$50.00 fee** should be submitted within the first thirty days of the term. Deferment applications may be submitted up to **4PM** of the "Application Deadline" date listed above. Deferment applications submitted thirty days after the term begins are subject to and responsible for all finance charges (18% APR) assessed to their account.
- **Employer letters** should be on letterhead, state the student is eligible for their program, be signed by a supervisor or someone in the H.R. department, and be dated within 60 days of submission.
- If required item(s) are omitted, a deferment cannot be processed, and balances will not be deferred. Franklin University does not accept responsibility for incomplete applications, applications not received by the Business Office, or for lost or misdirected mail.

**Submission methods:** Documents may be submitted in person, by mail, email, or by fax. If faxing or email, a screen print of the payment confirmation for an online payment of \$50.00 **MUST** be included.

**DTRP in conjunction with student financial aid:** Students receiving financial aid may be eligible to defer tuition not covered by aid under this program. Refunds will only be processed for monies received which are over and above account tuition and fee balances.

## **Consequences of missed deadlines:**

- It is the student's responsibility to obtain their grades before the "Tuition Balance Payment Deadline."
- Students who do not submit their applications within the first thirty days of each term are subject to finance charges of 1.5% monthly (18% APR) until complete applications are received.
- Students who do not pay their term balance in full by the deadline are subject to a \$100.00 late fee, monthly finance charges, and collection charges until their outstanding balance is paid in full.
- Graduating students with balances after the dates specified at the beginning of this document may be barred from participating in the commencement ceremony.
- If a balance is not posted by the deadline, it is late, and is subject to all appropriate late fees and finance charges.

By attaching an appropriate employer letter and signing below, I certify that I qualify for the DTRP. I acknowledge that I have until the "Tuition Balance Payment Deadline" date stated above, to pay my balance in full and posted to my account by 4pm on the designated due date. Failure to do so will result in a **\$100 late fee** being assessed to my account and possible withdrawal from subsequent term classes. By signing this document I agree that I have read and accept all terms stated in this document. I further agree that payment of the tuition is solely **my responsibility**. I authorize Franklin University to communicate with my employer about any questions concerning my tuition reimbursement.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_