



## TUITION DEFERMENT PLAN FORM FOR EXTERNAL EMPLOYER ASSISTED TUITION DEFERMENT

**Purpose:** This Tuition Deferment Plan was devised by the University to financially assist students with their educational goals. The University does NOT intend to hold the employer responsible for fees incurred by the undersigned student; the student will be responsible for meeting the reimbursement policy set forth by the employer.

### Requirements:

- 1.) The student must be gainfully employed by a firm or agency which has a tuition reimbursement plan.
- 2.) Proof of employment, reimbursement approval, and a copy of your employer's policy will need to be submitted with deferment request.
- 3.) Have all previous balances owed to East Stroudsburg University paid in full.
- 4.) Student will be responsible for any charges due to dropping a course before completion.
- 5.) Any tuition or fees not covered by your employer must be paid by the student on or before the due date.
- 6.) The External Employer Assisted Tuition Deferment form must be submitted before the semester bill due date.
- 7.) The University will defer tuition charges until 2 weeks after final grades are posted. Late fees will be assessed if payment is not received by deferred date.
- 8.) During this two-week timeframe after final grades are posted, students can request an official transcript to be sent to the employer or agency. After this timeframe has expired, an official transcript will not be available unless the student account has a zero balance. If you would like an unofficial transcript, you can request one by emailing [transcripts@esu.edu](mailto:transcripts@esu.edu).

### Student Information:

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Please defer tuition charges for the following session:

\_\_\_\_\_ Fall          \_\_\_\_\_ Winter          \_\_\_\_\_ Spring          \_\_\_\_\_ Summer

Tuition: \$ \_\_\_\_\_

Fees: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

### STUDENT AGREEMENT:

**I understand that I must remain in good standing with the University in order to participate in the Tuition Deferment Plan. If for any reason my employer refuses to pay, I will be responsible to East Stroudsburg University for the immediate and full payment. I will comply with all the above eligibility requirements.**

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

**Notice of Nondiscrimination:** East Stroudsburg University of Pennsylvania does not discriminate on the basis of race, color, religion, national origin, sex, veteran status, disability or age in its programs and activities in accordance with state and federal laws. The following person has been designated to handle inquiries, regarding this policy. Director of Diversity and Equal Opportunity, 200 Prospect Street, 115 Reibman Building, East Stroudsburg, PA 18301. (570) 422-3656.