

EMPLOYER GRADUATE TUITION DEFERRAL PROGRAM

Not eligible: Online RN-BSN, Online FNP & AGNP, and Fully Online MBA students

NAME _____ LA SALLE ID# _____

EMAIL ADDRESS _____ PHONE _____

EMPLOYER _____ CONTACT PHONE _____

TERM (Fall, Spring, Summer) _____ Year _____ Deferred Amount _____

SEND TO STUDENT ACCOUNTS OFFICE: FAX #215-951-1799 or MAIL TO: 1900 W. Olney Avenue, Philadelphia, PA 19141

Before completing the Employer Graduate Tuition Deferral form, please read the terms and conditions of the Employer Graduate Tuition Deferral Program which are outlined below.

- Tuition is due no later than 30 days after the last day of classes for the semester.
- A \$250 late payment fee will be applied if all balance above and beyond the amount being paid by your employer is not paid by the due date of tuition.
- The following must be submitted by the due date of tuition for eligibility in the program: Deferral Form, a copy of the employer's education assistance plan (must be on Company letterhead), and a check for the **\$60 application fee**.
- If during the semester, there are payments made to your account from another source (e.g. student loan) these payments will first be applied to your unpaid tuition. These funds will not be refunded until your tuition has been paid in full.
- You will be responsible for any amount not paid by your employer. Failure to make full payment by the due date will prevent future participation in the plan and may affect registration for the semester that relates to this application and your account may be referred to a collection agency.
- All invoices must be paid in full before diplomas are issued.
- University withdrawal policy applies to both student and employer's share of tuition.
- If the entire balance is not paid in full no later than 30 days from the last day of classes for the semester, the University may take any or all of the following actions:
 1. Declare the full amount of tuition and fees immediately due and payable
 2. Offset any financial aid refund that may have been or will be received without further notice
 3. Report the delinquency to a credit bureau(s)
 4. Refer the tuition account to a collection agency or law firm for the full amount due, plus all associated collection costs and legal feesThese costs amount to:
 - 40% of the total balance due (including principal amount, interest and late fees)
 - 100% of your costs

Your signature below acknowledges that you have read and understand the terms and conditions stated in this application.

I have read the guidelines for the Employer Graduate Tuition Deferral. I understand that I am fully responsible for the payment of my tuition and fees.

Student Signature _____ **Date** _____

FOR EMPLOYER USE ONLY

Is payment contingent upon grade? Yes _____ No _____

Authorized Signature _____ **Date** _____

Title _____ **Dept.** _____

Company _____