

## COMPANY REIMBURSEMENT AGREEMENT

**IMPORTANT: Your bill, down payment and this form must be returned together.**

Name \_\_\_\_\_ last first Company Name \_\_\_\_\_

Address \_\_\_\_\_ Company Address \_\_\_\_\_

\_\_\_\_\_ city state zip \_\_\_\_\_ city state zip

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Company Phone \_\_\_\_\_

### **STUDENT CERTIFICATION**

**100% Reimbursement**

I agree to pay a \$100 down payment (per term) toward my tuition bill.

**Partial Reimbursement**

I agree to pay all tuition and fees not covered by my company before classes begin.

The balance of my tuition will be paid in full within 30 days from the last day of the semester or I will be liable for a \$50.00 late fee. **Company or grade delays will have no effect on the payment due date.** It is understood that I will be reimbursed directly by my company and I will be responsible for payment of the tuition balance to Gannon University. It is understood that if I withdraw from a course, I am responsible for the full amount of tuition and fees charged (not just down payment) in accordance with the published refund policy. Also, it is understood that this application constitutes a legal and binding agreement and I will be liable for all reasonable collection costs, including attorney fees and other charges necessary for the collection of any amount not paid when due.

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

### **TO BE COMPLETED BY EMPLOYER**

#### **CONDITIONS OF REIMBURSEMENT**

**Note:** Cashier's Office cannot process this form without the details of the employer's conditions of reimbursement included. (i.e. 100% for an A)

Courses:

\_\_\_\_\_  
\_\_\_\_\_

#### **EMPLOYER CERTIFICATION**

I hereby certify that the above named student is eligible for tuition reimbursement, subject to the conditions listed above. It is also understood that the employee will be reimbursed directly, and that the employee is responsible for payment of the tuition balance to Gannon University.

\_\_\_\_\_  
Authorized Company Representative Date