

GRADUATE SCHOOL OF BUSINESS
WIDENER UNIVERSITY GRADUATE SCHOOL OF BUSINESS
Employer Assisted Tuition Deferred Payment Plan

Widener University has established a deferred payment plan for students attending the Graduate School of Business as part of an employee education assistance program. Students accepted into this plan may defer payment of the portion of their tuition reimbursable under their employers' program until 45 days after the release of grades for a given semester.

In order to be eligible for this plan, students must complete and submit the deferred plan application two weeks prior to the start of classes. Along with the application, a student must provide proof of employment in the form of a letter signed by the Human Resource Director on company letterhead, a copy of the employer's actual education assistance plan including all reimbursement guidelines and a check, money order or credit card authorization (VISA or MASTERCARD only) to cover the \$50 participation fee. A completed application and \$50 fee must be submitted each semester. Please retain the billing statement you receive for submission to your employer.

All tuition including fees and miscellaneous charges not covered under an employer education assistance plan must be remitted **two weeks prior to the start of the semester.**

Final payment in full of the tuition must be received no later than 45 days after the release of grades for a given semester. Collection action will be taken if the tuition and fees are not paid in full and on time.

Payments may be made by mail or in person at the Office of the Bursar located in Lipka Hall. *It is very important to remember that a student is personally obligated to any and all financial obligations made to the University regardless of employment status or the length of time it takes his/her employer to process the reimbursement.*

If you have any questions regarding the Employer Assisted Tuition Deferred Payment Plan, please contact the staff of the Office of the Bursar at (610) 499-4099.

A COMPLETED APPLICATION AND \$50 FEE MUST BE SUBMITTED EACH SEMESTER

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The purpose of this application is to request participation in the Employer Assisted Tuition Deferred Payment Plan within the Graduate School of Business Administration. This program allows you to defer payment of your tuition invoice for those dollars that are reimbursable from your employer to no later than 45 days after grades have been released for the semester.

- 1) Currently be employed by an organization which maintains a qualified tuition reimbursement program. As part of this process, you must submit to Widener a letter from your Human Resource Director on your company's letterhead confirming that you are currently employed and attach a copy of your company's actual employee tuition assistance plan.
- 2) Be accepted and enrolled in Widener University's Graduate School of Business Administration program.
- 3) **Submit this application along with the non-refundable participation fee of \$50 two weeks prior to the start of the semester.**

Payment in full of your portion of the tuition (based on the percentage paid by your employer according to your plan) along with any fees must be received 2 weeks prior to the start of your class in order to receive financial clearance for that particular semester. Therefore, please make sure that we receive this application along with your participation fee and any other costs associated with your program.

If you are a candidate for completing your degree during the current semester, this program is available to you. However, all charges must be paid in full before a diploma is issued.

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EMPLOYER ASSISTED TUITION DEFERRED PAYMENT PLAN

APPLICATION

*Please Print All Information Legibly

STUDENT NAME: _____ SSN: _____

ADDRESS: _____

STUDENT PHONE: DAY _____
EVENING _____

SCHOOL OR COLLEGE: School of Business Administration

DEGREE PROGRAM: _____

EMPLOYER NAME AND ADDRESS:

EMPLOYER HUMAN RESOURCE REPRESENTATIVE:

NAME: _____

PHONE: _____

Once every academic year, please include a copy of your employer's qualified education assistance plan description as well as proof of your current employment status (copy of your company ID, letter from Human Resource Director, etc.)

Payment of the non-refundable participation fee of \$50 must accompany application:

___ Check ___ Visa/Mastercard Account No: _____ Expiry: _____

Students using a credit card to remit the \$50 participation fee may fax their application and supporting documentation to: Office of the Bursar (610) 499-4575 or send it to the address below:

Widener University
Office of The Bursar
One University Place
Chester, Pa 19013-5792

I have read and I understand the policies and procedures associated with the Employer Assisted Tuition Deferred Payment Plan and consequences of my non-conformance with such.

Signature: _____ Date: _____

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