

# DEPAUL

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## EMPLOYER TUITION DEFERRAL PLAN 2017/2018

DePaul's Employer Tuition Deferral program is an option for students who receive tuition reimbursement from their employers. It is administered through the Student Financial Accounts office. The program is designed to accept coverage by an employer tuition reimbursement program as pending payment. Since employer reimbursement is generally issued at the end of a term, this tuition deferral allows the students covered by such an employer reimbursement plan to receive an extended payment due date for their tuition charges. **Bills and grades will be issued to the students only and not to the employers.** It is the responsibility of the student to provide their employers with copies of any documents their employer may require. **Regardless of when the employer reimburses the student, the extended tuition due dates are not negotiable.**

### WHAT ARE THE ELIGIBILITY REQUIREMENTS?

Students must submit the application by the application deadline. If there is a doubtful account history, past due balance, or if requested, insufficient employer documentation, the student will not be accepted into the program.

### WHAT COURSES CAN I ENROLL INTO TO BE ELIGIBLE FOR THIS PROGRAM?

To be eligible to participate in this program, students must be enrolled in the traditional terms (see qualify terms). Special seminars, extended courses, workshops, courses which require pre-payment, audits and zero credit courses are not covered in this program.

### CAN I APPLY FOR THIS PROGRAM IF I HAVE ALSO APPLIED FOR FINANCIAL AID?

This program is designed to assist students who do not receive financial aid. Financial Aid can be defined as Grants, Loans, or Third Party Sponsorship. However, we understand that students might not be receiving 100% reimbursement from their employer; we will allow students receiving aid to participate on a case by case basis. Accounts are periodically audited, if we do not receive proper documentation, you will be automatically removed from this program.

### WHAT IF MY EMPLOYER DOES NOT REIMBURSE ME IN TIME TO PAY MY BILL BY THE EXTENDED PAYMENT DUE DATE, OR IF THERE ARE OTHER CIRCUMSTANCES THAT PREVENT ME FROM PAYING?

This is already an extension to the regular tuition due date. Regardless of when the employer reimburses the student, it is the student's responsibility to pay the balance in full on or before the deferred tuition due date. Students who experience this delay from their employers typically pay tuition using a credit card.

- Payment is due whether or not course work is completed.
- Payment is due even if the student has **NOT** received reimbursement from their employer.
- Payment is due whether or not passing grades are received.
- Tuition due dates are not negotiable.
- \$100 delinquency fee will be assessed to students who do not meet the extended payment deadlines.
- Failure to meet the application agreement will jeopardize future participation in the program and may prevent future enrollment in the program.
- Payments can be made on the web at <https://campusconnect.depaul.edu>

### HOW DO I APPLY?

Applications are to be submitted online through the Campusconnect login. If you are receiving financial aid, applications can be emailed to [studentaccounts@depaul.edu](mailto:studentaccounts@depaul.edu)

Navigate to the "Student Center", under the "Finance" menu, select "Employer Tuition Deferral and follow the prompts. You will be notified instantly if your application is denied. Do not return the application to the college office; this will not ensure that you will participate in the program.

### FEES SCHEDULE/IMPORTANT DATE

Qualifying Term	Fee	Application Deadline	Deferred Payment Due Dates
<i>Annual Application (Fall, Winter &amp; Spring only)</i>	\$125	09/13/17	<i>Refer to term due date</i>
Fall term	\$50	09/13/17	01/05/18
Winter term	\$50	01/09/18	04/22/18
Spring term	\$50	04/02/18	07/13/18
Summer Session	\$50	06/13/18	09/23/18
<i>Law Annual Application (Fall &amp; Spring only)</i>	\$125	09/01/17	<i>Refer to term due date</i>
Law Fall Semester	\$60	09/01/17	01/16/18
Law Spring Semester	\$60	01/19/18	05/28/18
Law Summer Session	\$60	06/10/18	09/06/18

- ALL FEES ARE NON-REFUNDABLE.
- Applications need to be submitted online by the deadline date. The online system will not allow enrollment once the deadline date has expired.

For information about the Employer Tuition Deferral program, call the Student Financial Accounts office at :(312) 362-8610.

# DEPAUL

DePaul Employer Tuition Deferral Plan  
APPLICATION 2017/2018

Name \_\_\_\_\_

DePaul Student ID \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_

Work Phone # \_\_\_\_\_

Select one:  Undergraduate  Graduate  Law

I am applying for (please circle one):

Qualifying Term	Fee	Application Deadline	Deferred Payment Due Dates
Annual Application (Fall, Winter & Spring only)	\$125	09/13/17	Refer to term due date
Fall term	\$50	09/13/17	01/05/18
Winter term	\$50	01/09/18	04/22/18
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Law Annual Application (Fall & Spring only)	\$125	09/01/17	Refer to term due date
Law Fall Semester	\$60	09/01/17	01/16/18
Law Spring Semester	\$60	01/19/18	05/28/18
Law Summer Session	\$60.00	06/10/18	09/06/18

**ALL FEES ARE NON-REFUNDABLE.** Application fee will be deferred until Deferred Payment due date.

**To be completed by the student:**

I request a payment extension and I agree to pay my tuition account in full no later than the deferred payment due date.

Payment is due:

- Whether or not I have completed my course work.
- Even if I have **NOT** received reimbursement from my employer.

**I HAVE READ AND UNDERSTAND THE TERMS OF THIS AGREEMENT. FAILURE TO PAY BY THE EXTENDED PAYMENT DUE DATE WILL SUBJECT MY ACCOUNT TO:**

- \$100 DELINQUENCY FEE.
- MAY PROHIBIT ME FROM FUTURE REGISTRATION AND SERVICES.
- DENY ME FUTURE PARTICIPATION IN THIS DEFERRED PAYMENT PROGRAM.
- CANCELLATION OF THE EXISTING DEFERRAL CONTRACT.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

DePaul University reserves the right to refuse acceptance into this program for any reason. The University does not discriminate on the basis of race, color, national origin, religion, sex, age, or handicap in admission, employment, or provision of services. DePaul University reserves the right to verify employment.

Please do not return this application to the college office. Any questions regarding this program should be directed to the Student Financial Accounts Office at: (312) 362-8610.