

Gardner-Webb University

Tuition Deferment for Employer Reimbursement

Fall 2020

Gardner-Webb University recognizes that many companies offer tuition reimbursement to their employees. To enable students to take advantage of this benefit, GWU has established the following policies to allow a student to defer payment of all or a portion of a student's tuition and related costs.

To defer payment as the result of an employer's tuition reimbursement plan, a student must provide the university with a letter from the employer, on official company letterhead, certifying the student's eligibility for tuition reimbursement. The letter should specify the conditions of reimbursement and must include the following:

- the percentage of tuition that will be reimbursed
- whether the costs of books are reimbursable
- whether the company reimburses Gardner-Webb University or the student
- should Gardner-Webb bill the company directly and to whom
- whether copies of grades are required to be sent to employer
- when payment or reimbursement will be made
- other conditions of the employer's reimbursement plan

A new letter must be submitted for each semester that a deferment is desired. A copy of the employer's tuition reimbursement policy is not sufficient documentation to receive an employee reimbursement deferment.

The employer's certification letter and payment of any uncovered or past due balance must be received by the payment due date reflected on your statement to avoid any late or nonpayment fees. After receipt of an employer's certification letter and payment of any past due or uncovered balance, the GWU Student Accounts Office will process the tuition deferment based on "Employer Reimbursement." Payment of the reimbursable portion of the semester's charges will be deferred until the student is reimbursed by his/her employer, or January 4, 2021 whichever is sooner. **(Exception: Deferment of payment for a graduating student will not be extended beyond the end of the final semester unless the employer reimbursement is paid directly to the University. All account balances must be paid prior to graduation.)**

Interest will not be assessed unless the balance becomes past due on any approved employer reimbursement plan. At that time interest will be assessed at the monthly rate of 1.5% of the outstanding balance calculated back from the semester's initial payment due date. Interest charges will be applied to the account after the reimbursement due date. All unpaid amounts will be included in the unpaid balance for subsequent interest calculations.

When payment is to be made directly to GWU, the university will be responsible for billing the employer. When the student receives reimbursement, the student will be responsible for submitting the necessary documentation to the employer for reimbursement.

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I certify that I am employed with _____
_____ and qualify for their tuition reimbursement plan. I have included a letter from the employer, on official company letterhead, certifying that I am eligible for tuition reimbursement from my company for the 2020 Fall Semester.

I acknowledge that Gardner-Webb University is allowing me to register for the 2020 Fall Semester with a balance due on my tuition and fees in the amount equal to my employer's reimbursement policy. I further acknowledge that I am responsible for paying any amount not covered by my employer's reimbursement policy prior to registration for classes.

I understand that if I do not meet the requirements for reimbursement from my employer, withdraw from any course or from the University, that the balance due on my account is payable in full within five (5) days of such action. ***I understand if in the event my employer decides, for any reason, not to pay my account, I am responsible for the entire amount due.***

I further understand that payment in full of my account balance for the 2020 Fall Session is my responsibility and that payment is due no later than January 4, 2021. I understand that if payment is not received by this date a late payment fee of \$8.00 will be assessed to my account and interest will begin accruing at a monthly rate of 1.5% on the past due balance. ***(Exception: Deferment of payment for a graduating student will not be extended beyond the end of the final semester unless the employer reimbursement is paid directly to the University. All account balances must be paid prior to graduation.)***

Return all items listed on the previous page and this form to Gardner-Webb University, Student Accounts Office, P.O. Box 7324, Boiling Springs, NC 28017 no later than the payment due date. (You may fax this information to 704-406-3055.)

Signature _____ Date _____

Name (Print) _____
Student I.D. Number _____