Nazareth COLLEGE

Employer Sponsored Tuition Plan

Application for Payment Deferment

Employer Certification

_____ is eligible for tuition reimbursement for the semester checked below and will receive _____ % reimbursement for the course(s) completed upon meeting requirements of the company's tuition aid plan.

Company Name _____

Authorized Name (print please) _____

Authorized Signature _____

Title _____

Phone (____)_____ Date _____

Payment Due Dates 2012-2013

Semester	Full Deferment with Payment Guarantee*
❑ Summer	August 29, 2012
❑ Fall	January 8, 2013
❑ Spring	May 30, 2013

The Office of Student Accounts requires a **new ESTP form** to be submitted prior to **each semester**.

***A late fee of $50 will be assessed if full payment is not received by the due dates indicated above or if a credit card cannot be processed.**

Payment deferment cards should be presented along with the semester bill to Student Accounts by the billing date for that semester.

Employee Agreement

I agree that I will pay to Nazareth College the full amount of tuition and fees charged on my student account in accordance with the due dates set forth in the payment schedule below.

I have provided the account number and expiration date of my MasterCard, Visa or Discover below. I authorize billing to this card for any unpaid charges on my student account after the payment due dates listed below (**regardless of whether I have received my reimbursement from my employer or not**). I certify that my available credit limit is sufficient to cover my semester's tuition at the time payment is due.

Student Name (print please) _____

Student Signature* _____

Nazareth ID _____

Credit Card Authorization Visa MC Discover

Account # _____

Security Code (last 3 digits on back of card)_____

Cardholder Name _____

Credit Card billing address_____

_____

Card Expiration Date ___/___/___ Day Phone (___)_____

Cardholder Signature* _____

*I understand that if a college debt must be referred to outside sources for collection, I will be responsible for paying additional collection costs including, but not limited to, reasonable attorney's fees and disbursements.

Employer Sponsored Tuition Plan (ESTP) Procedures

****Please read carefully****

Nazareth College's Employer Sponsored Tuition Plan (ESTP) provides eligible students the option of deferring tuition payment until the end of the semester after grade reports have been issued. Based upon the employer's planned tuition disbursement to qualified employees, the employee's payment guarantee with a Visa, MasterCard or Discover and a signed ESTP deferral, the semester payment can be deferred, in most cases, until the employer paid tuition benefits have been received.

Employer Sponsored Tuition Plan deferments for students must be completed each semester of attendance. It is also the student's responsibility to provide Nazareth College with a copy of their employer's tuition reimbursement policy on company letterhead each semester. Nazareth College can rescind the deferment if notified by the employer that tuition benefits are no longer in effect or if the student is not in good financial standing with the college.

Process

The student and the employer complete their respective parts of the ESTP deferment application and the student submits the application to the Nazareth College Office of Student Accounts by the billing due date for that semester. Student Accounts will verify that the student is in good financial standing with the college and will make a deferment notation on the student's college account.

Payment

Secure online payment can now be made with your Visa, MasterCard or Discover by following the link ***Pay Tuition Online*** found on the left margin of the Student Accounts Website: www.naz.edu/dept/studentaccounts/

It is the responsibility of the student to initiate the payment by the due date indicated on the front of this card. A late fee of $50 will be assessed if full payment is not received by the specified due dates or if a credit card cannot be processed.

On the business day following the published due date for the semester, the Office of Student Accounts will identify those students who have unpaid balances and will charge their credit cards for the full amount of the account balance. If the credit card payment does not go through, a registration hold will be activated and the student will be notified by phone. If the college is unsuccessful in collecting the account balance, future ESTP deferments for that student will not be allowed and the student will jeopardize their current registration status. Delinquent accounts will be turned over to a collection agency.

Your employer's bankruptcy does not remove your responsibility indicated in this agreement.

This card can be dropped off in person to the Office of Student Accounts, or mailed to: Student Accounts, Nazareth College, 4245 East Avenue, Rochester, NY 14618-3790 or faxed to 585-389-2045.

Make a copy of this card for your records and to use as a reminder for payment due dates.