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 2014-2015

Semester	Deferred Payment Due Date*
❑ Summer	August 27, 2014
❑ Fall	January 6, 2015
❑ Spring	May 29, 2015

***A late fee of $250 will be assessed if full payment is not received by the due dates indicated above.**

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

Completed payment deferment forms should be submitted to Student Accounts by the semester billing due date. Students who have not satisfied their billing obligations by the semester billing due date (prior to the start of the semester) are in jeopardy of being assessed a $250 late payment fee. For semester billing due dates please refer to the *Billing Dates* link on the Student Account's website.

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 payment due dates set forth.

Student Name (print please) _____

Student Signature* _____

Nazareth ID _____

*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. I have read and agree to the Statement of Affirmation link found on the Student Account's Website.

Employer Sponsored Tuition Plan (ESTP) Procedures

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 reimbursement to qualified employees and the employee's signed payment guarantee (ESTP deferral), the semester payment can be deferred until the due dates noted on the left.

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. Students who have not satisfied their billing obligations by the semester billing due date are in jeopardy of being assessed a $250 late payment fee.

Payment

Secure online payment can now be made through NazNet from your checking or savings account by following the link ***Pay Tuition Online*** found on the left margin of the Student Accounts Website: www.naz.edu/student-accounts

It is the responsibility of the student to pay the semester's balance by the due date indicated on this form. A late fee of $250 will be assessed if full payment is not received by the specified due dates.

On the business day following the published deferment due date for the semester, the Office of Student Accounts will identify those students who have unpaid balances and will apply a $250 late fee to their student account. A financial hold will also be applied that will prevent registration as well as the ability to obtain transcripts or a diploma. If the college is unsuccessful in collecting the account balance, future ESTP deferments for that student will not be allowed. Delinquent accounts will be turned over to a collection agency.

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

This form 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 form for your records and to use as a reminder for payment due dates.