



## Office of Student Accounts

Northwestern University's employer reimbursement plan is designed for students whose employers offer reimbursement for tuition charges. It allows participants to defer their tuition payments to Northwestern until after the term has been completed. There are no finance or interest charges; the only cost is a nonrefundable application fee.

### Eligibility

Participation in the plan is open to students in Northwestern's School of Continuing Studies. Eligibility is contingent upon official notification from the student's employer verifying that the student is eligible for tuition reimbursement.

### Applying

To apply for the plan, complete Part I of the application and have your employer complete Part II. Return the completed application with the application fee to the Office of Student Accounts. See below for fee and deadline information.

### Fee

The application fee is nonrefundable. Make checks payable to Northwestern University.

	<i>Undergraduate</i>	<i>Graduate</i>
Per term	\$50	\$100
Per year*	\$125	\$250

*\*Does not include summer; term rate applies to summer.*

### Deadlines

Eligible participants must apply by the following dates:

Fall 2008	July 31, 2008
Winter 2009	November 16, 2008
Spring 2009	February 15, 2009
Summer 2009	May 16, 2009

### Registration

When you register for classes, you will be required to pay all charges not covered by the plan. For example, if your employer is covering 75 percent of your tuition, you will be required to pay the remaining 25 percent plus any lab fees when you register.

*First-time students:* Please submit a copy of your completed application when you register. (The original should already have been sent to the Office of Student Accounts.)

### Payments

You are required to pay the deferred portion of your bill whether or not you have completed the course work or have been reimbursed by your employer. You must pay no later than the following dates:

Fall 2008	January 12, 2009
Winter 2009	April 13, 2009
Spring 2009	July 6, 2009
Summer 2009	September 8, 2009

All payments must be submitted directly to the Office of Student Accounts. Please retain your cancelled check as proof of payment.

In the event that you do not make the payment at the required time, the following sanctions will apply:

- The credit will be removed from your student account.
- A late payment penalty (based on the program in which you are enrolled) will be added to your account.
- A hold will be placed on future registrations.
- You will be ineligible for the plan in the future.
- You will be liable for collection, court, and legal costs.

### Audits

Northwestern University reserves the right to conduct random audits, which involve contacting your employer about your employment status.

### Billing

Upon acceptance of your application and completion of your registration, a credit will be placed on your account reflecting the expected payment. This will prevent late charges from accumulating on your account and allow you to register for the next term during the early registration period.

### Returned Payments

A \$35 fee will be charged to your account for each payment returned by the bank for any reason. A late fee also may be charged, and you will be disqualified from the program.

### Withdrawals

If you drop a class or withdraw from the University, all payments are due immediately. The normal University refund policy would then apply. For more information, see [www.northwestern.edu/sfs/osa/archives/finregs/frch0708.pdf](http://www.northwestern.edu/sfs/osa/archives/finregs/frch0708.pdf) (undergraduate students, see pages 12 and 13; graduate students, see page 14).

### For More Information

If you have questions about the plan, please contact

Northwestern University  
Office of Student Accounts  
710 North Lake Shore Drive  
Chicago, Illinois 60611  
[studentaccounts-chicago@northwestern.edu](mailto:studentaccounts-chicago@northwestern.edu)  
312-503-8503



## Application

### Part I (to be completed by the student)

\_\_\_\_\_  
Student Name (printed)

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Address (street)

\_\_\_\_\_  
(city, state, zip)

\_\_\_\_\_  
Telephone (home) (work)

\_\_\_\_\_  
E-mail

#### Status:

- Undergraduate  
 Graduate  
 Professional Development Program (credit classes only)

#### Terms applied for:

- Fall  Winter  
 Spring  Entire Year (Fall, Winter, and Spring)  
 Summer

#### Under the terms of this payment agreement:

1. I agree to pay my tuition account in full no later than the payment dates listed in this brochure whether or not I have completed the course work or have been reimbursed by my employer.
2. I will pay all amounts not covered by my employer's reimbursement plan at the time of registration.
3. I understand that the plan covers only the amounts being reimbursed by my employer.
4. I understand that the University may conduct random audits to verify my employment status.
5. I understand that if my account is not paid when due, the following will apply:
  - The payment credit will be removed from my account.
  - A late payment penalty (based on the program in which I am enrolled) will be added to my account.
  - A hold will be placed on future registrations.
  - I will be ineligible for the plan in the future.
  - I will be held liable for collection, court, and legal costs.

I wish to apply for the Employer Reimbursement Plan as offered by Northwestern University. I have read the terms and conditions stated herein and understand and agree to them.

\_\_\_\_\_  
Student Signature Date

### Part II (to be completed by the employer)

I hereby certify that

\_\_\_\_\_  
Student/Employee Name (printed)

is employed at

\_\_\_\_\_  
Company Name

and is eligible to participate in Northwestern University's Employer Reimbursement Plan.

The above named company is covering \_\_\_\_\_ percent of the tuition charges. (If no percentage is indicated, Northwestern University will assume that the company is covering 100 percent of the charges.)

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Address (street)

\_\_\_\_\_  
(city, state, zip)

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Signature Date

*Student:* When your employer has completed Part II, [enclose the nonrefundable application fee](#) (payable to Northwestern University) and mail to

Northwestern University  
Office of Student Accounts  
710 North Lake Shore Drive  
Chicago, Illinois 60611

*First-time student:* Please submit a copy of your completed application when you register. (The original should already have been sent to the Office of Student Accounts.)