Northwestern University

2020-21 Employer Reimbursement Plan
Student Finance

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 the Northwestern University School of Professional Studies and part-time professional masters programs. Eligibility is contingent upon the student's employer completing Part II of this form. To be accepted into this program, all students must be in good financial standing with the University; students must have no outstanding balance.

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

Application Fee
The application fee is nonrefundable.

<table>
<thead>
<tr>
<th></th>
<th>Undergraduate</th>
<th>Graduate</th>
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</thead>
<tbody>
<tr>
<td>Per term</td>
<td>$100</td>
<td>$200</td>
</tr>
<tr>
<td>Per year</td>
<td>$275</td>
<td>$550</td>
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*Does not include summer; term rate applies to summer.

Application Deadlines
Eligible participants must apply by the following dates:

- Fall 2020: July 1, 2020
- Winter 2021: November 2, 2020
- Spring 2021: February 1, 2021
- Summer 2021: May 3, 2021

Deferral of Tuition Due Date
Upon acceptance of your application and completion of your registration, due dates for tuition charges for the term will be deferred to the dates listed below. This will prevent late charges from accumulating on your account and allow you to register for the next term during the early registration period. You are required to pay all non-tuition charges by the standard due date.

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 2020: January 8, 2021
- Winter 2021: April 8, 2021
- Spring 2021: July 8, 2021
- Summer 2021: September 8, 2021

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

- Deferred due dates will revert to original dates.
- 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.

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 the “Student Financial Regulations Handbook” at www.northwestern.edu/sfs/

For More Information
If you have questions about the plan, please contact:

Northwestern University
Student Finance
studentaccounts-chicago@northwestern.edu
345 East. Superior, Mezzanine Level
Chicago, Illinois 60611
312-503-8503
Part I (to be completed by the student)

Student Name (printed)

Student ID Number

Address (street)
(city, state, zip)

Telephone (home) (work)

Email

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 University may conduct random audits to verify my employment status.
4. I understand that if my account is not paid when due, the following will apply:
   • Deferred due dates will revert to original dates.
   • 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 reimbursing some or all of the tuition charges for this employee.

Company Representative

Title

Company Address (street)
(city, state, zip)

Telephone

Signature Date

Student When your employer has completed Part II, send this application via email or mail to:

studentaccounts-chicago@northwestern.edu

Northwestern University
Student Finance
345 East. Superior, Mezzanine Level
Chicago, Illinois 60611

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