



Student Accounts

Employer Reimbursement/Tuition Deferment Policy

Seton Hill offers an Employer Reimbursement or Tuition Deferment plan for students who receive tuition reimbursement from their place of employment. This plan allows students to attend classes at Seton Hill University and defer payment of the tuition and fees until 45 days after grades are available on GriffinGate. If the employer's plan provides less than 100% of total tuition and fees, the student is responsible for payment of the difference (undeferred portion) for the entire semester by the due date.

Students must complete both an **Employer Verification form** and provide a letter* from their employer **each semester** as confirmation of both employment and terms of the employer's reimbursement program. Specifically the letter* from the employer must be signed by someone from the company or organization and must include:

- Verification that the student is an employee of the company or organization and is eligible for reimbursement for the specific YEAR and TERM.
- The dollar amount to be reimbursed to the student.
- The contact person's name, address, phone number and email address.

There is a \$50 processing fee to defer the payment of tuition. The processing fee will be waived if the form is received in the Student Accounts office before the end of the drop/add period in any semester. **Employer Reimbursement/Tuition Deferment will not be applied retroactively if the Employer Verification Form and letter are not received prior to the end of the semester.**

If the deferred portion is not paid within the 45 day grace period, a late fee of 1.5% of the balance due will be assessed on the student's account, and could prevent the student from enrolling in a future semester.

Deferrals for final semester must be paid two weeks prior to graduation.