

RIVIER UNIVERSITY EMPLOYER TUITION REIMBURSEMENT FORM

The Rivier University Employer Tuition Reimbursement Plan (ERP) allows students to defer the amount of tuition and fees their employer will pay for TERM. ERP is only available to students who are in good financial standing with the University and who receive tuition reimbursement from their employer. Proof of employment and company policy detailing tuition reimbursement will be required.

Students who opt to take advantage of the ERP must complete the following steps:

- Submit and complete the *Rivier University Employer Tuition Reimbursement Form* by the semester's due date.
- Pay a \$50 Deferred Payment Fee and a \$100 tuition deposit per course. Classes added subsequently to the semester plan completion are required to complete a new form/plan and pay \$50 for this additional plan.
- If enrollment occurs after the semester's due date, this form must be submitted with payment no later than two weeks prior to the first day of classes.

Name: _____ ID#: _____

Address: _____ City _____, State _____, Zip: _____

Email: _____ Phone #: _____

Employer: _____

EMPLOYER VERIFICATION

The employer must complete this section in order for the student to defer their tuition based upon the student receiving payment or reimbursement from your organization. Rivier University reserves the right to verify this information with the employer.

Reimbursement Eligibility Amount: \$ _____ or _____% Tuition & Fees or Tuition Only
(circle one)

Company Name: _____ Name of Auth. Representative: _____

Company Address: _____ Title of Auth. Representative: _____

Signature of Representative: _____

Phone Number: _____ E-Mail Address: _____

Date: _____ Employment: Full Time Part Time

This section is to be completed by the student's employer only

Rivier University reserves the right to rescind or refuse this deferment option if the University is notified that the student is no longer eligible to receive tuition benefits, if the student failed to abide by the terms of the ERP agreement in a

prior term, or if the student has been sent to collections for non-payment in the past. **Failure to earn a required minimum grade to receive payment from an employer and/or withdrawal from class does not excuse the student from being charged all applicable tuition and fees for the semester.** Withdrawal from all courses for a term will result in the ERP form being voided and any resulting balance due immediately.

The amount that is being deferred by the ERP will show as an estimated payment on your account until the funds have actually been received. Any remaining balance showing on the student account will reflect the student's out-of-pocket cost and will be due according to the payment due date set by the university. Failure to pay the out-of-pocket cost will result in a \$50 late fee and finance charges being assessed to the student account. If you are obtaining a loan or other aid, a refund check will not be issued until an actual credit balance exists on your account. Payments can be made online by e-check, credit, or debit card on a student's MyRiv account at, <https://myrivacademics.rivier.edu/>. Cash or check is accepted at the Student Financial Services Office in Adrienne Hall.

At the option of Rivier University, any or all of the following may be applied to past-due amounts on student accounts:

- 1) I understand that Rivier University may cancel this agreement at any time, for any reason.
- 2) Rivier University reserves the right to prevent registration in subsequent terms or to drop students from classes in subsequent terms if the deferred amount is not paid in full within 30 days of the last day of the term. If the balance is not paid, a delinquency charge of 1.5% monthly will be added to my entire unpaid balance.
- 3) Accounts that have not been paid in full 30 days after the last day of the term may be reported to a credit bureau and/or assigned to a collection agency for payment recovery. The student agrees to pay all reasonable collection costs, including attorney fees and other charges necessary for the collection of any amount not paid when due.
- 4) Students who have not paid the deferred amount on their student account in full will have a hold placed on their student account and will be denied future registration, transcript, and a diploma until their account balance is paid in full.

Remember to view and monitor your account history through your My Riv>My Ledger, to periodically check the status of your student account.

Acknowledgement by the presence of my signature below:

Student's Signature: _____

Date: _____

Academic Semester/Term: _____

Please direct any questions regarding this form or the *Employer Reimbursement Program* to the Student Financial Services Office at (603) 897-8488 or sfs@rivier.edu.

**Please complete and return this form to: Rivier University
Attn: Student Financial Services
420 S. Main St.
Nashua, NH 03060**