

## **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.
- If enrollment occurs after the semester's due date, this form must submit this form no later than two weeks prior to the first day of classes.
- Once your form is received and approved, you will have access to our Deferred Payment Plan within your payment portal at <https://rivu-ss.colleague.elluciancloud.com/> and MUST self-establish the payment plan which will automatically process payment 30 days after the term ends. Failure to have the payment plan established or payment NSF/return will result in a hold on your account, late fees and possible deregistration from 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

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 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 \$40 late fee and finance charges 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 Self-Service portal at <https://rivu-ss.colleague.elluciancloud.com/>

Cash or check is also accepted at the Student Accounts Office in Adrienne Hall.

At the option of Rivier University, any or all 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.

**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 Accounts Office at (603) 897-8488 or studentaccounts@rivier.edu.***

***Please complete and return this form to email address above or to:***

***Rivier University Attn: Student Accounts 420 S. Main St. Nashua, NH 03060***