

Employer Tuition Reimbursement Plan for CLL and MBA Programs

This plan allows Capital MBA and CLL students to defer tuition payment until after grades for each semester are released. Fill in the fields below and print this application using your browser's print button. Sign and date the form, attach an employer authorization, and submit with the \$50 deferment fee. Return the form with attachments to the Student Accounts Office in 103 Yochum Hall or

Student Accounts
Capital University
1 College and Main
Columbus, OH 43209-2394

Employer Tuition Reimbursement Plan applications (with employer authorization and \$50 fee) must be submitted to the Student Accounts Office by the end of the second week of each semester.

Term	Application Deadline	Tuition Payment Deadline
Fall 2009	Sept. 11, 2009	Jan. 25, 2010
Spring 2010	Jan. 25, 2010	May 28, 2010

Employer Tuition Reimbursement Plan for _____ semester.

Student Name: _____ Capital ID#: _____

Employer: _____

Attached is a signed authorization form from my employer, which proves I am eligible for tuition reimbursement. I acknowledge the tuition payment due dates above, and failure to pay my tuition in full by these dates could result in the cancellation of my registration for the subsequent semester.

By signing this form, I agree that payment of tuition and fees is my responsibility. I agree to the terms and conditions of the plan, and authorize Capital University to communicate with my employer with any questions concerning my tuition reimbursement. I have also agreed to the terms of Capital's Statement of Financial Responsibility (located on WebAdvisor) that my tuition and fees are my responsibility even if I qualify for my employer's tuition reimbursement program. Should I decide to drop or withdraw, I agree to complete all of the required paperwork to finalize this process.

Student's Signature: _____ Date: _____