

Employer Tuition Reimbursement Plan for Adult & Graduate Education Programs 2014-2015

This plan allows Capital Adult & Graduate Education 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 by the application deadline. Return the form with attachments to the Student Accounts Office in 103 Yochum Hall or mail to:

Student Accounts/Capital University
One 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 these deadlines:

Term	Application Deadline	Tuition Payment Deadline
Summer 2014	May 16, 2014 (Law School May 27)	Sept. 5, 2014
Fall 2014	Aug. 29, 2014	Jan. 9, 2015
Spring 2015	Jan. 9, 2015	May 22, 2015

Employer Tuition Reimbursement Plan for _____ semester.

Student Program: _____

Student Name: _____ Capital ID#: _____

Employer: _____

Attached is a signed authorization form from my employer, which states I am eligible for tuition reimbursement. I acknowledge the tuition payment due dates above, and that failure to pay my tuition in full by these dates could result in the cancellation of my next semester's registration or prevent me from using the Employer Reimbursement Plan for future semesters.

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 on 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. Questions concerning my student account should be directed to studentaccounts@capital.edu or (614)236-6123.

Student's Signature:

Date: