



Office of the Bursar
 27 Memorial Drive West
 Bethlehem, PA 18015-3093
 (610) 758-3160 Fax (610) 758-3033

GRADUATE STUDENT APPLICATION TO DEFER PAYMENT
Employer Sponsored Tuition Reimbursement

Instructions:

Graduate students who are eligible for employer sponsored tuition reimbursement AND do not have a past due Lehigh University account balance, may elect to defer tuition payments for a fee. **A new application is required for each semester payment you wish to defer.** Payment of the \$50/\$75 application fee is required with each application to initiate the deferment. Summer sessions require only one \$50/\$75 fee. *The Deferred Tuition payment is due on the date listed below.* A check or credit card may be used for the enrollment fee and tuition payment. Please indicate with a (✓) the semester you are electing to defer.

SEMESTER	APPLICATION DUE DATE	FEE for APPLICATION by DUE DATE	FEE for APPLICATION after DUE DATE	TUITION PAYMENT DUE DATE	SELECT TERM <input checked="" type="checkbox"/>
Summer Session 1, 2009	May 22, 2009	\$50	\$75	August 3, 2009	<input type="checkbox"/>
Full Summer Session	May 22, 2009	\$50	\$75	October 1, 2009	<input type="checkbox"/>
Summer Session 2, 2009	July 1, 2009	\$50	\$75	October 1, 2009	<input type="checkbox"/>
Fall 2009	August 15, 2009	\$50	\$75	February 1, 2010	<input type="checkbox"/>
Spring 2010	January 4, 2010	\$50	\$75	July 1, 2010	<input type="checkbox"/>

Student Information

Student Name _____ Lehigh ID Number (LIN) _____
 Home Telephone _____ Work Telephone _____
 Email Address _____

Payment and Deferment Calculation Worksheet

1. Total Tuition: Number of credits	x	\$ rate per credit	\$
2. Plus: Other academic fees and charges			
3. Total semester charges (Line 1 and 2)			
4. Less: Eligible amount reimbursable by employer			
5. Plus: Deferment fee for current semester (Summer sessions are one)			\$ 50.00 or 75.00 *
6. Amount due with application (see above application due date for applicable semester) (Line 3, less line 4, plus line 5)			\$

*** Forms received after the application due date will be charged \$75 and are subject to the \$200 late fee**

Company Information (Required)

The above student is requesting to defer payment to Lehigh University for graduate tuition until reimbursement is received from their employer or the due date for the semester indicated. Please confirm the following: 1.) The employer offers a tuition reimbursement benefit for the employee and 2.) The student requesting the deferment is eligible for the benefit.

Please complete the following company information.

Company Name _____ Authorized Representative's Name and Title _____
 Company Address _____
 _____ Authorized Representative's Signature and Date _____
 Company Phone No. _____

Company will mail check to:
 Employee Lehigh University (circle one)
 Company will mail check within _____ days of student submitting necessary paperwork requesting reimbursement.

Student Agreement (please read carefully)

I understand that I am personally liable for all amounts due. Approval of this request does not obligate my employer for the amounts due to Lehigh University. Loss of tuition benefit or failure to meet the employer's requirements does not provide for an extension to the terms of the agreement. I understand withdrawal from any or all courses that apply to the deferred amount will be due immediately.

Payment is due to Lehigh University upon reimbursement by your employer or the due date, which ever is sooner. Failure to comply with the terms of the deferment will result in a late charge of \$200 and the pursuit of necessary collection procedures.

Deferral of any portion of the invoice balance shall constitute a loan in the amount of the deferral made by Lehigh University to the student by signing below. The deferral loan shall be paid without interest to Lehigh University immediately upon receipt by the student of the funds anticipated from the indicated source. If the anticipated funds are not received, the deferral loan shall be repaid by the student to Lehigh University on demand together with 6% per annum. Student authorizes Lehigh University to obtain credit report(s) as needed to administer the issuance and collection of this loan. Further, student acknowledges that the Deferral Loan shall constitute a "student loan" and shall not be discharged or dischargeable in any proceeding filed under the United States Bankruptcy code.

Student Signature (Required)

Date

Payment Methods

- ♦ Cash, Check or Credit Cards are accepted in the Bursar's Office Monday through Friday from 8:15 a.m. to 4:00 p.m.
- ♦ Check payments may be mailed to the Bursar's Office at 27 Memorial Drive West, Bethlehem, PA 18015.3093
- ♦ Echeck online payments
- ♦ Visa, Amex, Discover and MasterCard payments are accepted via the internet. The secure site may be accessed as follows

To submit an Echeck or credit card payment, please login to the Lehigh Campus Portal. Select the Banner Icon, > Student Services > Student Bursar Office Records > Make a Payment

Or the Bursar's Office will process your credit card payment by completing the following information: (Form may be faxed to 610.758.3033)

Credit Card Payments Discover Amex MC VISA (circle one)

Name on Card _____ Daytime Telephone _____

Card Number _____ Expiration Date _____

Billing Address Zip Code _____ Amount of Charge _____

Billing Address House Number _____

Signature _____ Date _____