



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, 2008	May 12, 2008	\$50	\$75	August 1, 2008	<input type="checkbox"/>
Full Summer Session	May 12, 2008	\$50	\$75	October 1, 2008	<input type="checkbox"/>
Summer Session 2, 2008	June 23, 2008	\$50	\$75	October 1, 2008	<input type="checkbox"/>
Fall 2008	August 15, 2008	\$50	\$75	February 2, 2009	<input type="checkbox"/>
Spring 2009	January 5, 2009	\$50	\$75	July 1, 2009	<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 Number _____

Student Agreement

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 deferral 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. 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. The deferral loan shall be the joint and several obligation of the student. 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
- ♦ Visa and MasterCard payments are accepted via the internet. The secure site may be accessed as follows:
 - Lehigh's CAMPUS PORTAL with your User ID and password and then click on the BANNER tab, or
 - the Registrar's Office home page, then click on "Secure Login", click on "Enter Secure Area", and then enter your User ID and PIN

From this point select the following links:

- *Student Services & Financial Aid > Student Records > Account Summary by Term > Scroll to the bottom of the form and select "Credit Card Payment"*

To process your payment:

1. Select a Term from the pull down menu – choose the proper semester for the charges you are paying
2. Click on SUBMIT
3. Select either MasterCard or VISA from the pull down menu (NOTE: at this point we are unable to process American Express payments over the Web. If you are paying with American Express, please call the Bursar's Office 610-758-3160 with your information.)
4. Enter your Credit Card account number
5. Enter your Credit Card expiration date
6. Enter the payment amount
7. Verify the address showing is the **same address as the billing address for your Credit Card** you are using to make this payment. If the address is not your Credit Card address, please make the appropriate changes.
8. Click SUBMIT 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

MC VISA Amex (circle one)

Name on Card _____ Daytime Telephone _____

Card Number _____ Expiration Date _____

Billing Address Zip Code _____ Amount of Charge _____

Billing Address House Number _____

Signature _____ Date _____