TUITION DELAY PLAN WITH EMPLOYER CONTRIBUTION

To be eligible for the TUITION DELAY PLAN WITH EMPLOYER CONTRIBUTION the following steps must be completed:

1. Registration for the entire semester course load must be completed one week prior to the first course.
2. Any tuition amount not covered by employer contribution must be paid at the time or registration.
3. Any prior tuition balance must be paid in full before future registrations are allowed.
4. Tuition payment is the students' responsibility. Payment must be made within (2) two weeks after grades are received. **Student payments can be made at www.elion.psu.edu by echeck or credit card. Checks can be sent to the Financial Office at the Wilkes-Barre Campus. Please return remittance slip attached below when mailing in payment.**
5. Student is responsible for any tuition charge due to drop and/or withdrawal from class(es). No refunds or tuition forgiveness will be issued unless an <u>official</u> withdrawal is processed through the Registrar's office prior to the 1st day of class. Tuition refund the 1st day and after will be prorated.

<u>TO BE COMPLETED BY STUDENT/EMPLOYEE</u>

Please defer tuition charges for the _____, 20_____ semester. These charges will be paid through my Employer Tuition Contribution Plan. I agree to all policies and procedures set forth by Penn State University as outlined in the Student Handbook/Catalogue.

# of credits_____ @ $_____/credit $_____

$_____Info Tech Fee

$_____Total

NAME_____ PSU ID#_____

ADDRESS_____PHONE#_____

SIGNATURE_____DATE_____

<u>TO BE COMPLETED BY EMPLOYER</u>

I hereby certify that the above named student/employee is employed by our firm and is entitled to tuition benefits in the

amount of $_____. These benefits cover the _____,20_____ semester. Payment will be

made on or about_____.

EMPLOYER/COMPANY_____

ADDRESS_____PHONE #_____

AUTHORIZED SIGNATURE_____DATE_____

TITLE_____

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Remittance Slip
To Be Submitted With Payment

Name_____

PSU ID#_____

Course Title: _____

Date Course Was Completed: _____