



Academic Year _____
Student ID# _____

Employer Reimbursement Agreement

Name _____ Employer Name _____

Address _____

Home Phone _____ Cell Phone _____ Employer Phone _____

PAYMENT INSTRUCTIONS

Payment by Mail:

Return required payment and completed signed form to William Woods University Student Financial Service's Office, 1 University Ave., Fulton, MO 65251

Fax Form to: 573-592-1180

Scan Form to: financialaid@williamwoods.edu

When faxing or emailing completed signed form, indicate if payment will be mailed or made online.

Confirmation of Enrollment:

Once form and payment of enrollment fee are received, the Accounts Receivable Manager will confirm your enrollment to your William Woods issued email.

STUDENT CERTIFICATION

- 100% Reimbursement.
Partial Reimbursement. I agree to pay all tuition and fees not covered by my employer when the tuition bill is due.

The balance of my tuition will be paid in full within 30 days from the last day of the course or I will be liable for a \$75.00 late fee. Employer or grade delays will have no effect on the payment due date. It is understood that I will be reimbursed directly by my employer and I will be responsible for payment of the tuition balance to William Woods University. It is understood that if I withdraw from a course, I am responsible for the full amount of tuition and fees charged in accordance with the published refund policy. Also, it is understood that this application constitutes a legal and binding agreement and I will be liable for all reasonable collection costs, including attorney fees and other charges necessary for the collection of any amount not paid when due.

I further understand a reminder notification will be sent to my William Woods email.

Student Signature

Date

TO BE COMPLETED BY EMPLOYER

CONDITIONS OF REIMBURSEMENT

Please list below the percentage of the employer reimbursement. (i.e.100% for an A)

EMPLOYER CERTIFICATION

I hereby certify that the above named student is eligible for tuition reimbursement, subject to the conditions listed above. It is also understood that the employee will be reimbursed directly, and that the employee is responsible for payment of the tuition balance to William Woods University.

Authorized Employer Representative