

**SUFFOLK UNIVERSITY
TUITION REIMBURSEMENT POLICY
AGREEMENT/PROMISSORY NOTE**

I, _____, acknowledge that I am currently employed by a company that offers tuition reimbursement to its employees. I further agree to remit any reimbursement check received from my employer to Suffolk University to be applied to my existing student account balance. In the event that my company does not grant tuition reimbursement within the first three (3) weeks of the new semester, I will still be responsible for paying the entire balance due. Deferred and Late Payment fees may also apply and future registrations may be denied if the account becomes delinquent. In addition, reasonable collection costs will be assessed if the account is referred for collection and a hold will be placed on all records at the University.

Student Name: _____ Student ID# _____

Address: _____

City/State/Zip _____

Home telephone (____) _____ Work Telephone (____) _____

Employer/Company Name: _____

Company Address: _____

City/State/Zip _____

I understand my responsibilities under the Tuition Reimbursement Policy and agree to the terms. (Refer to the complete policy on the reverse side of this form)

Signature

Date

Submit this completed form along with verification of your employer's reimbursement policy to:

Suffolk University
Office of the Bursar/Student Accounts
41 Temple Street
Boston, MA 02114

Suffolk University

Tuition Reimbursement Policy

NOTE: you are only eligible for this benefit when you enroll in semesters that run back-to-back (ex., fall to spring or spring to summer). Spring to fall does not qualify since your reimbursement from spring should be received by the time the payment for the fall semester is due.

Students who are eligible for tuition reimbursement from their employers may be able to register for future semesters/terms without the required payment only after they have paid for and completed their current semester at Suffolk University. A payment for tuition reimbursement is generally remitted to the student upon completion of the course(s) as well as presentation of the grade(s) and a receipt of payment for the course(s). Therefore, the current semester must be paid completely to be eligible for tuition reimbursement from the employer. Subsequent registrations will be accepted and processed without the required payment if there is no prior balance on the account, if the new semester directly follows the last registered period and the student can provide the Office of the Bursar/Student Accounts with verification of the company's reimbursement policy. In addition, the University will require the student to sign a promissory note in lieu of this payment. It should be clearly understood the Office of the Bursar/Student Accounts expects to receive your reimbursed payment from the prior semester within the first three (3) weeks of the new semester. If not paid promptly, your account will be assessed the deferred and late payment fees and future registration clearance and/or approval under this policy will not be granted.