

Semester _____

Office Use Only _____

Student ID # _____

COMPANY REIMBURSEMENT AGREEMENT

Name _____
last first Company Name _____Address _____
city state zip

Home Phone _____ Cell Phone _____ Company Phone _____

PAYMENT INSTRUCTIONS

Payment by Mail:

Return required payment and completed signed form to Gannon University Cashier's Office, 109 University Square, Erie, PA 16541

Fax Form to: 814-871-5318

Scan Form to: cashier001@gannon.edu

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

Confirmation of Enrollment:

Once form and payment are received, your enrollment will be confirmed by the Cashier.

STUDENT CERTIFICATION

- 100% Reimbursement I agree to pay a \$100 down payment (per term) toward my tuition bill.
- Partial Reimbursement I agree to pay all tuition and fees not covered by my company 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 semester or I will be liable for a \$50.00 late fee. Company or grade delays will have no effect on the payment due date. It is understood that I will be reimbursed directly by my company and I will be responsible for payment of the tuition balance to Gannon University. It is understood that if I withdraw from a course, I am responsible for the full amount of tuition and fees charged (not just down payment) 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 only be sent to my Gannon Email.

Student Signature_____
Date

TO BE COMPLETED BY EMPLOYER

CONDITIONS OF REIMBURSEMENT

Please list below the percentage of the company 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 Gannon University.

Authorized Company Representative_____
Date