



Employer Reimbursement Payment Agreement

This plan allows students who receive tuition reimbursement from their employer to pay one-third of their balance owed by the billing due date and defer the remaining two-thirds until 30 days after grades are available.

To enroll in this agreement, please submit the following to the **Office of Student Accounts** by the billing due date:

1. A signed and completed Employer Reimbursement Payment Agreement (this form).
2. A letter from your employer verifying your eligibility for tuition reimbursement.
3. Payment of one-third (1/3) of your tuition balance.

Student Information:

Name: _____

ID#: _____

Employer Name: _____

Term: _____

Agreement Terms:

- I agree to pay one-third (1/3) of my tuition balance by the billing due date.
- I agree to pay the remaining two-thirds (2/3) of my balance within 30 days after grades are available.
- I understand that I am responsible for paying my full balance by this deadline, regardless of whether my employer has issued the reimbursement to me.
- I acknowledge that a finance charge of 12% annually (applied monthly) will be assessed on the deferred balance.
- I understand that failure to meet these payment terms may result in an Enrollment Services Hold, preventing future registration.
- I acknowledge that Western New England University reserves the right to deny participation in this program for any reason.
- I have read and agree to the terms outlined in this agreement.

Signature: _____

Date: _____

Please note: This agreement must be renewed each term