



## **PEIRCE COLLEGE TUITION ASSISTANCE GUIDELINES**

### **Who is eligible?**

- Your employer offers reimbursement upon presentation of grades and an invoice. **DEFERRED TUITION**
- Your employer offers reimbursement upon presentation of grades and a paid receipt. **TUITION REIMBURSEMENT**
- Your employer will pay the college directly upon presentation of a passing grade. **THIRD PARTY/DIRECT BILLING**

### **What needs to be done?**

- Student submits the tuition assistance agreement to the Business Office with a copy of the employer's tuition benefit policy.
- Student provides a valid current credit card number to keep on file with the Peirce College Business Office.
- Student agrees to the terms outlined in the Tuition Assistance Agreement.
- Student is in good financial standing.
- Once a student uses all of their tuition reimbursement funds for the fiscal/calendar year (whichever applies) they are required to make alternate payment arrangements.
- Payment will be made based on the qualifying tuition assistance guidelines. The college will determine which plan the student qualifies for based on the employer's tuition benefit policy.



**PEIRCE COLLEGE  
APPROXIMATED PAYMENT DUE DATES**

**Deferred Tuition Approximated Payment Due Grid 2009-10**

	<b>Session 1</b>	<b>Session 2</b>	<b>Session 3</b>	<b>Session 4</b>	<b>Session 5</b>	<b>Session 6</b>
<b>Due Date:</b>	End of Session 2 12/12/09 Interim 1/3/10	End of Session 3 2/27/10 Interim 3/20/10	End of Session 4 4/24/10 Interim 5/15/10	End of Session 5 6/26/10 Interim 7/17/10	End of Session 6 8/21/10 Interim 9/11/10	End of Session 1 10/16/10 Interim 11/13/10

This grid does not apply to June 2010 graduates.

All tuition for graduates must be paid before the student will be permitted to participate in the commencement ceremony.

**Tuition Reimbursement Approximated Payment Due Grid 2009-10**

	<b>Session 1</b>	<b>Session 2</b>	<b>Session 3</b>	<b>Session 4</b>	<b>Session 5</b>	<b>Session 6</b>
<b>Due Date:</b>	End of Session 1 10/18/09 Interim 11/08/09	End of Session 2 12/12/09 Interim 1/3/10	End of Session 3 2/27/10 Interim 3/20/10	End of Session 4 4/24/10 Interim 5/15/10	End of Session 5 6/26/10 Interim 7/17/10	End of Session 6 8/21/10 Interim 9/11/10

**3<sup>rd</sup> Party/Direct Billing Approximated Payment Due Grid 2009-10**

	<b>Session 1</b>	<b>Session 2</b>	<b>Session 3</b>	<b>Session 4</b>	<b>Session 5</b>	<b>Session 6</b>
<b>Due Date:</b>	End of Session 1 10/18/09 Interim 11/08/09	End of Session 2 12/12/09 Interim 1/3/10	End of Session 3 2/27/10 Interim 3/20/10	End of Session 4 4/24/10 Interim 5/15/10	End of Session 5 6/26/10 Interim 7/17/10	End of Session 6 8/21/10 Interim 9/11/10

The above mentioned grid will only apply to inadequate grades based on the employer's tuition benefit policy.



**PEIRCE COLLEGE  
TUITION ASSISTANCE AGREEMENT**

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Work Address: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

City: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

State, Zip: \_\_\_\_\_

Maximum amount allowable per fiscal/calendar year: \$ \_\_\_\_\_

Fiscal year dates: \_\_\_\_\_ to \_\_\_\_\_

Employment Status: full time \_\_\_\_\_ part-time \_\_\_\_\_

I am an employee of \_\_\_\_\_ (Company) and am a qualified participant under the Company's Tuition Assistance Program. My company's reimbursement percentage/dollar amount is \_\_\_\_\_. If I do not achieve the minimum grade, withdraw from or drop the course after the Drop/Add period, I agree and authorize Peirce College to charge the credit card I have on file in the Business Office the full amount owed for each course taken at the end of the course. Should Peirce College be unable to collect the balance owed to them, I understand that my account may be referred to an attorney or collection agency, and I will also be responsible for any interest, fees or other costs that may be incurred.

I agree that I will reimburse Peirce College immediately upon receipt of funds from my Company but no later than the end of the following session if I qualify for the deferred tuition option.

I agree that Peirce College has permission to charge the credit card on file the full amount of the course/s completed at the end of each session if I qualify for the tuition reimbursement option.

I agree that Peirce College has permission to charge the credit card on file if I do not achieve the grade necessary for direct payment from my company to the college.

I agree to abide by the guidelines set forth in the above statement.

\_\_\_\_\_  
Student signature Date

\_\_\_\_\_  
Credit card number Type Expiration date

Credit card billing address to include city, state and zip code  
(This is usually your home address)



## PEIRCE COLLEGE TUITION ASSISTANCE AGREEMENT

Attached is a copy of the Tuition Assistance benefits policy for

\_\_\_\_\_ (Company name)

and \_\_\_\_\_ is entitled to this benefit. Under the company's  
(student's name)

policy, students must achieve a grade of \_\_\_\_\_ to qualify for the tuition  
reimbursement benefit.

\_\_\_\_\_  
Human Resource Representative (print)

\_\_\_\_\_  
Human Resource Representative (sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

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For Peirce College office use only

Dates of eligibility \_\_\_\_\_ Processed by/when \_\_\_\_\_

Deferred Tuition       Tuition Reimbursement       3rd Party