



Office of Financial Services & the Registrar

Employer Verification Form

Use this form to request an employer-related discount or tuition deferment due to employer reimbursement. This form must be submitted every semester when you register for classes. Provide the completed form to the Office of Financial Services and the Registrar by the semester drop/add date in order to avoid a \$50 fee.

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

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Employment Status: [ ] Full-Time [ ] Part-Time Semester: [ ] Fall [ ] Spring [ ] Summer Year: \_\_\_\_\_

[ ] Employer-Related Discount

This discount is for students in the Adult Degree Program and specific graduate programs who work for one of Seton Hill's Preferred Employers. (Check with your advisor or the Office of Financial Services and the Registrar if you're unsure if you qualify.)

To apply, check the box above and provide this signed form to the Office of Financial Services and the Registrar with a letter from your employer:

- on company letterhead
• containing the name, address, email & phone # of the company contact
• signed & dated by the company contact person
• including the company's tax-exemption number if applicable

[ ] Tuition Deferment for Employer Reimbursement

You can request that Seton Hill defers your payment until 45 days after grades are posted on GriffinGate for the amount that is reimbursed by your employer. To do this, check the box above and provide this signed form to the Office of Financial Services and the Registrar with a letter from your employer:

- on company letterhead
• containing the name, address, email & phone # of the company contact
• signed & dated by the company contact person
• stating the dollar amount or percentage to be reimbursed

I understand that I am responsible for payment of my bill. I may defer payment until 45 days after grades are posted on GriffinGate for the amount that is reimbursed by my employer. Any amount not covered by my employer is not deferred, and is due by the date on the statement. I understand that any amount (deferred or not deferred) not paid when due will result in a late payment charge and could prevent me from registering for subsequent semesters or in being unenrolled from the current semester. I also understand that Seton Hill University has the right to contact my employer if deferred payment is not made with 45 days following the end of the semester.

Deferrals for the final semester must be paid two weeks prior to graduation. Forms will not be processed after the semester has ended, or if information is missing. Discounts cannot be retroactively applied to a term that has ended at the time the form is received. The full employer-related discount and tuition deferment policy can be found on MySHU.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office of Financial Services & the Registrar
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