



EMPLOYER TUITION REIMBURSEMENT AGREEMENT

KSU STUDENT ID NUMBER Name (Please Print) KSU E-Mail Address Date
Mailing Address City State Zip Phone

TERMS AND CONDITIONS

Based on my employer's Educational Assistance Policy, I am requesting deferment of tuition for the following term:

Term: Year:

- 1 The Employer Tuition Reimbursement Agreement payment option is available to any KSU student attending classes and who meets the following eligibility requirements:
a. Students must pay the amount not covered by their employer or a minimum deposit, whichever is greater.
b. A signed copy of this application and a copy of the company's Educational Assistance Policy must be submitted to The One Stop for Student Services, P.O. Box 5190, Kent OH 44242 or via the One Stop Contact Us Link at www.kent.edu/onestop
c. Students awarded financial aid that covers the entire cost of their tuition are not eligible to participate in an Employer Tuition Reimbursement Agreement.

Certification of Understanding

My signature below indicates that I have read, understood and agree to the guidelines stated above. For the summer, I will pay my balance 2 weeks after the end of the session for which enrolled. For fall/spring semesters, I will pay my balance within 42 calendar days after finals week.

Student Signature Date:

Employer Name Phone Number
Mailing Address City State Zip

Based on the attached Educational Assistance Policy and the costs presented by the employee, we will cover:

Tuition & General Fees (Percentage or Amount) + Program & Course Fees (Percentage or Amount) = Total (Percentage or Amount)

Completion of this document is not a commitment by our company/organization to pay the above amount and the employee must submit the required documentation for our review and receive approval for payment according to our educational assistance policy.

Authorized Official Signature: Title: E-Mail Address:
Print Name: Phone: Date:

Amount Deferred: Payment Received (Y/N): Policy Attached (Y/N): Specialist: Date:

SECTION 1 - TO BE COMPLETED BY STUDENT

SECTION 2 - TO BE COMPLETED BY EMPLOYER

OFFICE USE ONLY