



The University of North Florida's Employer Reimbursement Plan is designed for graduate students whose employers offer reimbursement for tuition and related fees. Since employer reimbursement is usually issued at the end of a term, the plan allows participants to defer their course payments until after the term has been completed. There are no finance charges.

Eligibility

Participation in the Employer Reimbursement Plan is open to graduate students who have enrolled in a degree-seeking program at UNF and are in good academic standing, and whose employer will reimburse them for at least a portion of their tuition and fees upon successful completion of course work at the end of each term.

Eligibility is contingent upon verification from the student's employer affirming that the student is eligible for tuition and/or fee reimbursement. Students with a negative account history, past due balance, or insufficient employer documentation are ineligible.

Process

In order to take advantage of the Employer Reimbursement Plan, a student must complete and submit the form by e-mail to sfs@unf.edu, or in person to Student Financial Services, Bldg. 53, Suite 1100 on or before the payment deadline each semester. Forms submitted after 5:00 PM on the payment deadline will not be accepted. Refer to the Academic Calendar for dates.

Upon acceptance of the application and verification of registration, a deferment will be placed on the student's account reflecting the expected payment from the employer. This will prevent late charges from accumulating which can then prevent future registration. ***The student will still be expected to pay any tuition and fees that are not covered by his/her employer by the normal due date unless otherwise noted.*** Payment of the portion of the student's tuition and fees covered by his/her employer for the specified term will be deferred until 30 days after the term ends.

The student remains responsible for submitting complete payment to UNF regardless of the final decision. UNF does not bill an employer! Approved students are responsible for submitting grades and any necessary paperwork to their employer as required by their company policy. Late payment fees will be assessed if payment for the portion of tuition and fees that are the student's responsibility is not received by the fee payment deadline, or if payment in full is not made by the deferment deadline.

Applicant: Please complete Sections A–B and submit to employer for verification. Submit completed forms to Student Financial Services (Hicks Hall 1100)

Employer: Please review Sections A–B, complete Section C, and return to the student for submission. An approved company form or similar official document with the same information as Section C can be submitted.

Questions? Please contact Student Financial Services 904-620-2472, sfs@unf.edu

A. Student Information

Full Name: _____ Date: _____

N#: _____ Email: _____ Phone: _____

Address: _____

City, State, Zip Code: _____

Degree Program: _____

Department: _____ Expected Graduation Date: _____

Term for which Tuition Reimbursement Plan is requested: Fall Spring Summer

Courses planned for this term:

B. Student Signature

By signing this form, I am confirming I have read the terms and conditions of the Employer Reimbursement Plan below and understand the consequences of failure to abide by the terms and non-payment. I also authorize UNF to contact my employer to confirm the information I have provided on this form.

Student Signature: _____ Date: _____

Terms and Conditions

By signing this form, you agree to the following terms and conditions:

- I agree to pay my account in full within 30 days after grades are received, regardless of the status of the reimbursement or employment status.
- I agree to pay amounts not covered by the Employer Reimbursement Plan when originally billed and due.
- I acknowledge that the plan only covers amounts reimbursed by the employer, and that UNF reserves the right to require payment of certain fees according to the original term due date even if otherwise covered by the Employer Reimbursement Plan.
- I agree to pay immediately for a course that is dropped or for withdrawal from the university, in accordance with normal UNF policy, including for any potential refunds.
- I acknowledge that if my UNF financial aid package exceeds the amount of tuition and fees for which I am personally responsible, the difference will be applied to any current balance, even if that balance will be covered by the employer's reimbursement.
- I understand that if my account is not paid when due as per these terms and conditions, failure to pay will result in a financial hold that will prohibit access to grades, official transcripts, diplomas, registration for future terms, and future eligibility for the Employer Reimbursement Plan. I will also be liable for collection, court, and legal fees.
- I understand that UNF may conduct random audits with my employer to verify my enrollment status.
- I understand that, upon completion of the final semester of my program, my diploma will be held until my account is paid in full.
- UNF reserves the right to cancel your participation in the plan if the information provided on the application is false.

C. Employer Verification

I hereby certify that the student identified in Section A is employed by

_____,
Company Name

and is eligible to participate in the University of North Florida's Employer Reimbursement Plan.

The above-named company is covering ____ % of the tuition and ____ % of related fees, or a flat dollar amount of \$_____, for the above-named student's coursework as detailed in Section A. (If no percentage is indicated, UNF will assume that the company is covering 100% of charges.)

Company Representative: _____

Title: _____

Company Address: _____

City, State, Zip Code: _____

Human Resources Contact Name: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

<p>UNF Use Only</p> <p>Date Received: _____ Term for Plan: _____</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Reason: _____</p> <p>Amount Deferred: _____ Date: _____</p> <p>Comments:</p>
