Students eligible to receive employer tuition reimbursement may participate in the Mount St. Joseph University’s Tuition Deferment Plan to pay for their tuition. The following are required each term:

1. A **Tuition Deferment Plan** form must be completed each term and returned to the Student Administrative Services Office with manager’s signature. A copy of the **Employers’ Tuition Assistance Program Policy** stating the total yearly allowable reimbursement in dollar amount must be attached.

2. Payment of 1/3 tuition and $15.00 Administration Fee by the confirmation date for each term you participate in the Deferment Program. **The $15.00 Administration Fee in non-refundable if classes are dropped.**

3. Remainder of tuition is due **45 days** after last day of session. Service fees will not be charged during the deferment period. Monthly statements will continue to be available through the Student Account Center (SAC) only to confirm that charges are correct.

Also, please note that a transcript/diploma hold will be placed on your student account. With this hold in place, any request for transcripts or diploma will **not** be honored until your account shows a zero balance. The hold will be removed within one week of receipt of payment in full. **Contact Student Administrative Services Office at 513-244-4418 if you need help with this form.**
Mount St. Joseph University Deferment Plan
(MUST BE SUBMITTED FOR EACH TERM)

Date ____________________________________  ID ________________________  Term ____________________ _________

Name _________________________________________________________________________________________________ _____

Last (Please Print)    First     M.I.

Address ______________________________________________________________________________________________ ______

City/State/Zip _______________________________________________________________________________________ _________

Day Phone ________________________  Evening Phone _________________________________ _________

List the course(s) that will be reimbursed by your employer:

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Dept.</th>
<th>Course #</th>
<th>Course Name</th>
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</table>

Calculate your charges below, please read carefully before entering data:

1. **Enter total tuition and fee charges for course(s) listed above:**
   $ __________________
   Total Charges

   Calculate one-third of your total charges:
   
   \[
   \frac{\text{Total Charges}}{3} = \frac{\text{One-Third Charges}}{0.33}
   \]

   $ __________________
   One-Third Charges

   $ 15.00
   Administration Fee

2. **Total amount due by confirmation date:**
   (MUST BE PAID EACH TERM)
   $ __________________

3. **Remainder due 45 days after last day of term:**
   $ __________________

To be completed by employer:

Yearly allowable reimbursement amount $ __________________

☐ Fiscal    ☐ Calendar

(Please check one)

Manager’s Signature    Company Name    Date

Personnel Contact    Personnel Telephone No.

OFFICE USE ONLY

1. Confirmation amount paid ______
2. Confirm session done: ______
3. $ 15.00 Admin. fee on: ______
4. Code/no serv. fee on: ______
5. Code/subsidiary on: ______