

**SUFFOLK UNIVERSITY
TUITION REIMBURSEMENT POLICY
AGREEMENT/PROMISSORY NOTE**

TUITION REIMBURSEMENT POLICY

Students participating in their company's reimbursement program are required to pay their tuition for the first semester of attendance. For subsequent semesters, students who have notified us of their participation in a reimbursement program are offered an extended tuition due date of the first day of class. This extension is offered to allow enough time for the company to issue your reimbursement.

PROMISSORY NOTE

I, _____, acknowledge that I am currently employed by a company that offers tuition reimbursement to its employees. The university agrees to extend the semester due date to the first day of class. In the event that my company does not issue my reimbursement on or before the first day of class for the new semester, I am still responsible for paying the balance due. Deferred and Late Payment fees may also apply and future registrations may be denied if the account becomes delinquent. In addition, reasonable collection costs will be assessed if the account is referred for collection and a hold will be placed on all records at the University.

Student Name: _____ Student ID# _____

Address: _____

City/State/Zip _____

Home telephone () _____ Work Telephone () _____

Employer/Company Name: _____

Company Address: _____

City/State/Zip _____

I understand my responsibilities under the Tuition Reimbursement Policy and agree to the terms.

Signature

Date

Submit this completed form along with verification of your employer's reimbursement policy to:

Suffolk University
Office of the Bursar/Student Accounts
41 Temple Street
Boston, MA 02114