



## Employer Reimbursement Plan / 3rd Party Program Student Agreement

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This form is to be used by students using the Employment Reimbursement Plan (ERP) or 3rd Party invoicing program. You must complete this form for all class registrations each session/semester. To be eligible for ERP or 3rd Party, the student **must submit** documentation verifying his/her employment and eligibility for employer reimbursement or 3rd party benefits.

We require all students to submit this Student Agreement and the Employer Agreement. If using 3rd Party benefits, you must submit a Letter of Credit from your employer.

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ ID#: \_\_\_\_\_

Campus: \_\_\_\_\_ Semester: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Payment Information for Classes

Course	Section	Start Date	End Date	Deposit Paid (\$50)	Tuition Balance Due	Payment Due Date

**\*\*All tuition payments are due within 60 days from the last day of the course\*\***

(Please check one:)

**ERP:** I plan to use Employer Reimbursement benefits to pay the tuition for the above classes. This means that I am responsible for the payment on my account and my employer will reimburse me. A bill will be sent to me to turn into my employer after classes end.

**3rd Party:** I plan to use 3rd Party benefits to pay the tuition for the above classes. This means that a bill will be sent to my employer after classes end. My employer will then send payment to the University.

As a student at North Carolina Wesleyan University, I understand that it is still my responsibility to pay the tuition and fees on my account even if my employer fails to pay as promised. I will be permitted to carry a balance forward on my account up to \$3,000 as long as all previous balances that are due have been paid and the account is current.

I agree that failure to pay by the stated due date (60 days from the last day of the course) constitutes default of this agreement and that I will be responsible for all collection fees/cost in addition to the tuition. I understand that default may result in loss of future ERP and 3rd Party privileges and/or suspension from attending further classes. All services of the University may be withheld until payment is received.

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

\_\_\_\_\_  
Staff Signature Date