



Employer Reimbursement Form

This form may be used if the employer is reimbursing the cost of tuition for course(s) taken at Clarkson University. Please complete this form to defer payment of your tuition in order to obtain reimbursement from your employer. This request must be completed and returned to the SAS (Student Administrative Services) Office and may be denied if any previous semester charges remain outstanding. Completion of this form is required once per academic year (July 1st - June 30th) along with a copy of your employer's reimbursement policy and must be returned prior to processing. Students will only be cleared at check-in if all paperwork is complete.

The student is responsible to communicate to the SAS Office any changes to benefit eligibility, and/or responsible for any unpaid balance should the employer not make payment. Late fees and finance charges may also be applied if payment is not made in a timely manner according to the information provided.

Student Information

Name _____ Student ID Number _____
Home Address _____
Home Phone _____ Business Phone _____
Home E-mail _____ Business E-mail _____

Employer Information

Name of Employer _____
Address _____
Contact Person _____ Contact's Phone _____
Percentage of Benefit Receiving _____% Date Payment Expected _____

Signature of Human Resource Representative: _____

Please attach a copy of your employer's policy in regards to reimbursement of tuition

Should Clarkson invoice your employer to secure payment? [] Yes [] No

Is the Employer paying Clarkson University directly? [] Yes [] No

Is a copy of your grade report required before payment is made? [] Yes [] No

Authorization

By signing below I am authorizing Student Administrative Services to release educational records pertaining to my student account and academic information to the organization or individual listed above. This authorization remains in effect while I am enrolled at Clarkson University. I understand that I may terminate this authorization at any time by notifying Student Administrative Services in writing.

Student's Signature _____

Date _____