



TUITION DEFERRAL PROGRAM (TDP) AGREEMENT Graduate Students Only

THIS SECTION MUST BE COMPLETED BY STUDENT (Please Print)

Please select the semester(s) to be included with this financial agreement:

 Summer 2024 Fall 2024 Spring 2025

Student Name: _____

Student ID#: _____ Student Telephone: _____

Student Mailing Address (including city, state, zip): _____

XU Email Address: _____@xavier.edu Alternate Email: _____

The purpose of this Agreement is to confirm participation in the Tuition Deferral Program (TDP) which defers the due date for tuition up to 45 calendar days after the end of class(es) for the semester. In order to participate in the Tuition Deferral Program (TDP), students must adhere to the following:

- Student will be charged a one-time **\$50.00 Enrollment Fee** for enrollment into the TDP as long as student is enrolled for consecutive semesters. This amount will be posted to Xavier ePayment site and must be paid at the beginning of the first semester of enrollment. If a student skips a semester, they will be charged another \$50 Enrollment Fee if they decide to re-enroll in the TDP.
- This form must be completed by student and by employer.
- The **employer** must return the form to XUbursar@xavier.edu via their company email address.
- **IF** the student returns the form to XUbursar@xavier.edu, a copy of their **employers tuition reimbursement policy** must also be included on the **company letterhead**.
- All credits made to student’s account from another source (e.g., student loans, grants, etc.) are first applied to any unpaid charges. *These funds will not be refunded until charges have been paid in full.*
- Degree-seeking candidates agree that the Bursar balance must be paid in full before diploma and/or transcripts are released.
- The University withdrawal policy applies to both student’s and employer’s share of tuition. Even if employer has committed to paying all or part of the tuition, the charges are on the student’s account and *the student* is responsible for making sure the account is paid in full. **Tuition reimbursement is between student and employer. Xavier is extending a courtesy by deferring tuition payments. Student understands that they are liable for paying the Bursar bill, in full, regardless of if student leaves current employer, if employer revokes the education reimbursement benefit/goes out of business, or if student does not meet the criteria for reimbursement.**
- **All other fees, outside of tuition, will be paid by student on respective due dates.**
- Student understands that grade(s) will NOT be adjusted to accommodate the reimbursement policies of employer.
- Student understands that Xavier email address is the official University communication channel.
- It is student’s responsibility to notify the program coordinator if any information on this agreement changes. In addition, it is the student’s responsibility to provide a TDP agreement form that covers the appropriate academic school year for continued enrollment in the TDP.

If the entire balance is not paid in full within 45 calendar days after the final day of the semester, the University may take any or all of the following steps:

- Assess a non-refundable late fee of 5% of the past due balance in the first month, and a non-refundable late fee of 1% of the past due balance in each proceeding month the balance is unpaid.
- Block future registrations, cancel current registrations, and/or place a hold on transcripts and diplomas.
- Refer unpaid Bursar account to a collection agency/law firm for the balance due plus all associated collection costs and legal fees. The collection agency will then report the delinquent account to a credit bureau.

I have read the guidelines for the Tuition Deferral Program (TDP). By signing below, I understand that I am fully responsible for the timely payment of my tuition and fees.

 Student Signature: _____ Date: _____

THIS SECTION MUST BE COMPLETED BY THE EMPLOYER

This section is to confirm that the student’s employer has an educational reimbursement policy. The Contact Signature below does not, in any way, represent responsibility, or a contract for payment, by the student’s employer.

Name of Employer: _____

Contact Name (please print): _____

Contact Phone Number: _____

Contact Email: _____

Contact Signature: _____ Date: _____

- This form must be completed by **student** and by **employer**.
- The employer must return the form to XUbursar@xavier.edu via their company email address.
- **IF** the student returns the form to XUbursar@xavier.edu, a copy of their employers tuition reimbursement policy must also be included on the company letterhead.

Xavier reserves the right to verify **current** employment with the contact information provided above.