



EMPLOYER DEFERRAL PROGRAM APPLICATION

Year 20 ___ Fall ___ Winter ___ Spring ___ Summer ___ Beginning Date _____ # of weeks _____

STUDENT NAME _____ STUDENT ID# (8 digits) _____

ADDRESS _____ PHONE _____ PROGRAM _____

ELIGIBLE PROGRAMS: Accelerated CREIGHTON, the BS in Leadership (BILS), the MS in Leadership, or one of the campus-based MBA Programs (all other University programs are excluded).

PURPOSE: To request a deferment to your tuition due date until 45 days after the end of your class(es).

REQUIREMENTS: You must adhere to the following in order to qualify for this program:

- A new application must be submitted each semester or term you wish to be enrolled in this program.
- Tuition is due in full no later than 45 days after the final day of your class(es).
- This form must be completed in full by the employee and their employer and submitted by the original tuition due date.
- All payments made to your account from another source (e.g. student loans, scholarships, etc.) will be applied to your unpaid tuition first. These funds will not be refunded until your tuition has been paid in full.
- If your employer will only reimburse you for a portion of your tuition, and or fees, the payment for your portion is due by the original due date at the start of the class.
- Deferred balances may not be included as part of a Monthly Electronic Transfer (MET) payment plan.
- If you are a degree seeking candidate, all invoices must be paid in full before diplomas or transcripts are issued.
- A late payment fee will be assessed, and a hold may be placed on your account, if payment is not received by the tuition deferred due date.
- The University withdrawal policy applies to both the student and employer’s share of tuition. Even if your employer has committed to paying all or a portion of your tuition, the charges are on your account and you are responsible for making sure the account is paid in full.
- If the entire balance is not paid in full within 45 days from the end of the semester or term, the University may take any or all of the following steps:
 1. Offset any financial aid refund that may have been or will be received without further notice.
 2. Report the delinquency to the credit bureau(s).
 3. Refer the tuition account to a collection agency or law firm for the full amount due, plus all associated collection costs and legal fees.

I have read the guidelines for Employer Tuition Deferral. By signing below I understand that I am fully responsible for the timely payment of my tuition.

Student Signature _____ Date _____

******* THIS SECTION MUST BE COMPLETED BY YOUR EMPLOYER *******

Amount authorized for tuition for the semester listed above \$ _____

Is payment contingent upon grade? Yes ___ No ___

Employer Name _____

Employer Address _____ Employer Phone _____

Authorized Signature _____ Date _____

Title _____ Department _____

Please fax completed form to (402) 280-2373 or email a scanned copy to the Business Office at studentaccounts@creighton.edu