

**Corporate Payment Options**

**APPLICATION & CONTRACT**

**Fax: (412)365-1834**

**SECTION A: PERSONAL INFORMATION**

**\*\*Due by the end of Add/Drop Period for each semester\*\***

Name _____	SSN _____	ID# _____
(Last)	(First)	(MI)
Address _____		
(Street/Box#)	(City)	(State) (Zip)
Home Phone # _____	Work Phone # _____	E-mail address _____

**SECTION B: EMPLOYER INFORMATION**

Employer Name _____	Phone # _____
Address _____	
(Street/Box#)	(City) (State) (Zip)
<b>*Please provide the name and phone number of a contact person that administers tuition assistance benefits at your company.</b>	
Contact Name _____	Phone # _____

**SECTION C: ENROLLMENT INFORMATION**

<b>*Please select the appropriate term of your enrollment. (CHECK ONLY ONE)</b>			
<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Maymester	<input type="checkbox"/> Summer

**SECTION D: CORPORATE PAYMENT OPTION SELECTION (CHECK ONLY ONE)**

<input type="checkbox"/>	<p><b><u>COMPANY REIMBURSEMENT PROGRAM</u></b></p> <p>This program is for students whose employer reimburses tuition at the end of a semester. The Company Reimbursement Program allows students to attend classes at Chatham University and defer payment of the portion of tuition and fees covered by the employer until 30 days after the end of the semester.</p> <p><b>Requirements:</b> 1) Completed Corporate Payment Option Application                  2) Employment Verification Letter on company letterhead which includes:                      a) Verification student is an employee and eligible for tuition reimbursement                      b) Dollar amount or percentage to be reimbursed by employer                      c) Any limitations of reimbursement (i.e. minimum grade, etc.)</p>
<input type="checkbox"/>	<p><b><u>COMPANY BILLING PROGRAM</u></b></p> <p>This program is for students whose employer pays Chatham University directly for tuition, and requires an invoice be sent to them by the University. Upon receipt of a completed application and required documents, Chatham University will bill your employer directly for authorized tuition and fees.</p> <p><b>Requirements:</b> 1) Completed Corporate Payment Option Application                  2) Letter of authorization and/or tuition voucher authorizing Chatham University to bill the company directly.                  3) Detailed explanation of coverage and invoicing details.</p>
<input type="checkbox"/>	<p><b><u>UPMC TUITION ADVANCEMENT PROGRAM</u></b></p> <p>This program is specifically for employees of the University of Pittsburgh Medical Center (UPMC) who receive the tuition advancement benefit. Students are required to complete the Application for Corporate Payment Options in order to receive a special invoice for submission to UPMC. Once submitted to UPMC the student will receive an official advancement letter with an approved advancement amount. The student then submits the advancement letter to Chatham as a form of payment. Students who receive advancement money are also eligible for Corporate Tuition Reduction during that semester.</p> <p>1) Completed Corporate Payment Option Application                  2) UPMC Tuition Advancement Letter (Submitted separate from this application at a later date)</p>

**\*\* Application continued on reverse side** →→→

**SECTION E: CORPORATE TUITION REDUCTION BENEFIT**

As an added benefit to students participating in a corporate payment option, Chatham University has teamed up with a number of companies to offer a special 20% tuition reduction benefit. If your employer is listed on our current approved company list at the time of application, you will receive this reduction automatically, provided you meet all eligibility requirements. By receiving the 20% reduction, you understand that you will not be eligible for any other reduced tuition rates offered by the University. Additionally, if you already receive a reduced tuition rate, you will not be eligible for the corporate tuition reduction benefit. You further understand that if you receive financial aid for the semester, the amount of tuition reduction will be counted as financial aid resource as required by federal financial aid regulations. As a result, the tuition reduction benefit may cause a financial aid over-award situation which may reduce your financial aid award. Your signature below and acceptance of the discount signifies your acceptance of these terms.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**SECTION F: AUTHORIZATION TO RELEASE INFORMATION**

I release my rights under the Buckley Amendment – Family Educational Rights and Privacy Act (FERPA) of 1974, and authorize Chatham University to release any academic and financial information to my employer as requested.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**SECTION G: APPLICATION & CONTRACT AGREEMENT**

I, the student hereby apply for enrollment in the corporate payment option which I have selected on the reverse side of this application. By placing my signature below, I agree to the terms of the corporate payment option. I also understand that while I may have a corporate third party paying for my tuition and fees, I remain ultimately responsible for payment on my account if the corporate sponsor does not pay Chatham University within 30 days from the last day of the semester in which I am enrolled. I further understand that if the entire amount owed on my student account for the semester is not paid within 30 days from the last day of the term in which I am enrolled, Chatham University may subject me to penalties, including but not limited to, the withholding of student records, denial of registration for future terms, late payment fees, interest charges, collection costs, reasonable attorney fees, and court costs.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

OFFICE USE ONLY

Date Received \_\_\_\_\_ Initials \_\_\_\_\_ Late Processing Fee Y N

COMPLETED FORM  LETTER/AUTHORIZATION Posted \_\_\_\_\_

Tuition Reduction Y N

FINANCIAL AID NOTIFICATION: \_\_\_\_\_ Amount \$ \_\_\_\_\_