



## HOW TO APPLY

To apply for one of the Corporate Payment Options, complete the enclosed Corporate Payment Options Application & Contract and submit it with all required documents from your employer as required for the payment option you choose.

Send all documents to:

Chatham University  
Office of Student Accounts  
Woodland Road  
Pittsburgh, PA 15232

Upon receipt of your completed application and employer documentation, Chatham University will review your application for approval. An official confirmation letter will be sent to you upon approval. This letter will include important information regarding the corporate payment option selected.

## ONLINE ACCESS

The Corporate Payment Options Application & Contract can be accessed online at [www.chatham.edu/admissions/tuition/options.cfm](http://www.chatham.edu/admissions/tuition/options.cfm). Once completed, the application and employment verification letter can be mailed to the Office of Student Accounts at the address above or faxed to 412-365-1643.

## QUESTIONS?

All questions regarding corporate payment options should be directed to the Office of Student Accounts at 800-837-1610.

**chatham** UNIVERSITY

OFFICE OF STUDENT ACCOUNTS  
Woodland Road . . . Pittsburgh, PA 15232

800-837-1610  
[www.chatham.edu](http://www.chatham.edu)

**chatham** UNIVERSITY

# CORPORATE PAYMENT OPTIONS





## CORPORATE PAYMENT OPTIONS

In a continuing effort to assist students with paying for college, Chatham University is pleased to offer several corporate related payment options. These payment options are available for any student employed at a company offering tuition assistance benefits. Payment options are offered year round, however, students must enroll each term they wish to participate. Available payment options are outlined below.

## COMPANY REIMBURSEMENT PROGRAM

The Company Reimbursement Program is offered for students who work for an employer who offers tuition reimbursement. The program allows students to defer payment of the reimbursed portion of their educational expenses until 30 days after the end of the term. Students are required to submit the completed Corporate Payment Options Application & Contract and a letter from their employer verifying employment and eligibility to participate in their company's tuition reimbursement program. Any amount not covered by tuition reimbursement must be paid in accordance with standard Chatham University payment policies.

## COMPANY BILLING PROGRAM

The Company Billing Program is offered for students who work for an employer that requests to be billed directly for their employee's tuition and fees. With Company Billing, Chatham University will bill the company directly following the term add/drop deadline. The company is required to pay upon receipt of invoice. Students are required to submit the completed Corporate Payment Options Application &

Contract and a letter of authorization and/or tuition voucher authorizing Chatham University to bill the company directly. A detailed explanation of coverage and invoicing details must be included. Any amount not covered by company billing must be paid in accordance with standard Chatham University payment policies.

## TUITION ADVANCEMENT

Tuition Advanced is a special program for employees of the University of Pittsburgh Medical Center (UPMC). Students must first submit the completed Corporate Payment Options Application & Contract in order to receive a special UPMC invoice. The student submits this invoice to the UPMC Employee Service Center along with the required UPMC advancement application. The Employee Service Center will process the advancement request and provide the student with an advancement letter indicating the amount of advancement. 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 term. Chatham University will then bill UPMC for all advancement amounts. Any amount not covered by tuition advancement must be paid in accordance with standard Chatham University payment policies.

### *An added benefit...*

## CORPORATE TUITION REDUCTION

As an added **benefit for 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 a student's employer is listed on our

current approved company list at time of application they will receive this reduction automatically, provided all eligibility requirements are met. By receiving the 20% reduction students will not be eligible for any other reduced tuition rates offered by the University. Additionally, if a student already receives a reduced tuition rate, they will not be eligible for the corporate tuition reduction benefit. As required by federal guidelines, the 20% tuition reduction must be counted as a financial aid resource for students receiving financial aid assistance.

## ELIGIBILITY

To enroll in any of the Corporate Payment Options students must be registered for classes and be in good financial standing with the Office of Student Accounts.

## CHARGES AND FEES

Enrollment in any of the Corporate Payment Options is free provided a completed application and all required documents are received each term by the add/drop deadline. No application will be processed if information is missing or incorrect. **Applications received after the term add/drop deadline will be charged a \$50 late processing fee.**

Any unpaid balance remaining on an account 30 days from the last day of a term will be referred to collections and are subject to interest at a rate of 15% APR. In addition, late fees and collection costs may be assessed.

