

**INSTRUCTIONS
EMPLOYER-ASSISTED TUITION DEFERRED PAYMENT PLAN**

This application requests Penn State Great Valley tuition deferment. Payments are accepted any time during the semester in which payment is deferred, but **must** be paid by the due date. Due dates for payments are: **Summer 2007 due 9/28/2007, Fall 2007 due 02/01/2008, Spring 2008 due 6/13/2008. YOU WILL NOT RECEIVE A BILL WITH THESE DUE DATES.**

Qualifications

You must be a Penn State Great Valley graduate student with degree or non-degree status.
You must qualify for tuition reimbursement from your company or school district.

Required

The **first time** you apply for deferment, you will need a letter on your company's letterhead that includes your name and PSU ID number and states that you qualify for tuition reimbursement. This should accompany your application and \$25 deposit.

Deposit

There is no processing fee for the deferred payment plan. However, we do require a \$25 deposit with your deferment application. This deposit will be deducted from your semester's bill.

Renewal

A new application and \$25 deposit is required each semester. Another qualifying letter is needed only if you change employers.

Preferred Payment Method

- ***eCheck through your eLion access account.** Go to <https://elion.oas.psu.edu> and click on **Students** to confirm your registration. Check **Request Changes to Bill**, enter \$25 in the payment amount box and **Great Valley Deferred Payment** for explanation. Click **Continue** to make the payment. Then fax your application with the eCheck space checked and your company's qualifying letter (if this is your first deferment) to Great Valley at 610-725-5381.

Other Payment Methods

- **Mail a check** for the \$25 deposit with your completed **application** and **qualifying letter** (if this is your first deferment) to Penn State Great Valley.
- **MasterCard or Visa** may be used for Great Valley students only. You may fax your application and qualifying letter (if this is your first deferment) to 610-725-5381 and call with the credit card information. You may also mail your application and qualifying letter. **Please do not include credit card information on a faxed or mailed application!**

Mailing Address

Penn State Great Valley, 30 E. Swedesford Road, Malvern, PA 19355

Bills & E-mail

The Bursar's Office at University Park sends out computer-generated e-mail messages to students who have a balance on their account. You can not respond to these computer-generated e-mail messages. But Penn State Great Valley's e-mail is not computer-generated. Please **do respond** to any e-mail you receive from Penn State Great Valley.

Financial Aid

If you need financial aid to pay for your courses, please see Ruth Smiley before you fill out a deferment application.

Direct any questions regarding this information to the Finance Office at 610-648-3238 or by e-mail to gvbursar@psu.edu.

STUDENT AGREEMENT CLAUSE

I agree that if I drop a course, withdraw, or leave the company after the start of class, I am responsible for immediate tuition payment. I agree that my liability for this bill is not waived, and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part or the full amount of these charges.

I agree that if I have not received my reimbursement by the due date, I am responsible for making the payment by the due date.

All charges must be paid in full before your diploma will be issued.

PENNSSTATE



Great Valley

DEFERRED PAYMENT PLAN APPLICATION
For Summer 2007 ____ Fall 2007 ____ Spring 2008 ____

Payment must be received by the following Due Dates:

Summer 2007 - due September 28, 2007

Fall 2007 - due February 1, 2008

Spring 2008 - due June 13, 2008

You will NOT receive a bill with the Due Date.

(Please print or type all information.)

Student Name _____ PSU ID _____

Student Phone Day () _____ Evening () _____

E-mail _____

Employer Name _____

Payment Type: (Please check payment method) *eCheck _____ Check or Money Order _____ Credit Card _____

***Preferred Payment Method is eCheck. See directions on first page to make an eCheck payment.**

As soon as you have registered for classes each semester, please submit

1. A \$25 deposit paid through eCheck, personal check, money order, or credit card**.
2. This application. If using eCheck you may check the **eCheck** blank above and fax your application to **610-725-5381**.
3. A letter on your company's letterhead including your name, PSU ID number, and stating that you are eligible for this deferment plan (**1st time applicants only**).

We accept MasterCard and Visa for Great Valley students only. You may fax the application and qualifying letter (if this is your first deferment) to **610-725-5381 and call **610-648-3238** or stop by the Finance Office at Great Valley with your credit card information. For your protection, **DO NOT write your credit card number on a faxed application.**

Or mail the application, the letter from your company if needed, and a check or money order in a **single envelope** to: **Penn State Great Valley, Finance Office, 30 E. Swedesford Road, Malvern, PA 19355**. If you are using a credit card for payment, for your protection, **DO NOT write your credit card number on a mailed application.**

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I agree that if I drop a course, withdraw, or leave the company after the start of class, I am responsible for immediate payment of tuition. I agree that my liability for this bill is not waived, and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part or the full amount of these charges.

I agree that if I have not received my reimbursement by the due date, I am responsible for making the payment by the due date.

I have read and I understand the policies and procedures associated with the Employer Assisted Tuition Deferment Plan and consequences of my non-conformance.

I understand that if my payment is not received by the due date, a hold will be placed on my student account, and I will be unable to request a transcript, register for classes, or receive my diploma. In addition, I understand that a \$50 late fee will be charged to my account.

Signature _____

Date _____