



Deferred Tuition Plan for Employer Reimbursed Students

The purpose of this plan is to provide students with the flexibility to take advantage of their employer’s tuition benefit plan. SNHU allows students to defer tuition payment until after completion of coursework for the specified academic period. The deferment allows for sufficient time for students and employers to process payments.

Rights and Responsibilities:

- Submit a letter of credit from your employer. Must be mailed directly to the Credit Office and received prior to registration, and must be attached to this completed contract.
- Student must provide a credit/debit card which will be stored in a secure, PCI-compliant environment, and will be used to pay for any unpaid portion of tuition/fees.
- If tuition reimbursement is less than 100%, students are responsible for any unpaid portion at the time of registration.
- Additionally, if reimbursement from the company has not been paid to the student’s account by the end of the third week after the term end date the University will charge the unpaid portion, to the credit/debit card on file.
- Student must have completed a SNHU Promissory Note online: www.snhu.edu/9461.asp.
- Southern New Hampshire University reserves the right to deny or cancel enrollment in the company reimbursement program for students whose accounts are not in good financial or academic standing.

The necessary criteria for company reimbursement letter must be as follows:

- Must be printed on your employer’s letterhead/stationery.
- To include: students name, school ID#, address, phone number and email, Human Resources contact and phone number.
- Must outline: period of eligibility, amount of tuition benefit allowed to student with limiting criteria (if any) ie: grade dependency, percentage and anticipated attendance pattern (ie: part or full time).

By signing this form, I (1) agree to comply with the terms of this contract and (2) authorize Southern New Hampshire University to charge my credit card as stated above:

Print Name

Signature

Date

Withdrawal policy: refer to University website for breakdown of fees: <https://www.snhu.edu/648.asp>

Mail directly to: SNHU Credit Office, Exeter Hall, 2500 No. River Rd, Manchester NH 03106

This agreement is subject to change at the discretion of Southern New Hampshire University. An annual letter of eligibility from the student’s employer will be required to continue enrollment in the plan. Reminders will be sent by the Credit Office.

Rev. 1/2011

Credit Card Type	Credit Card Number	Exp. date	Security code