



TUITION REIMBURSEMENT/DEFERMENT

Students whose employers will reimburse all or part of the student's tuition expenses may ask the University to defer that portion of their tuition bill eligible for reimbursement.

At the time of registration the student will be required to pay that portion of the student's bill not covered by the employer's reimbursement plan, including registration and other fees. The University will forego interest charges on the deferred portion of the student's bill during the period of deferral as long as the deferral has been properly arranged at the time of registration.

PROCEDURE

Students requesting the deferral must:

1. Apply for the deferral at the time of registration for each term for which they will be entitled to reimbursement. "Term" applies to the regular semester, weekend trimesters, Accel sessions, and special sessions.

A deferral for one term does not automatically apply to subsequent terms.

2. Submit to the Bursar's Office a copy of their employer's policy on tuition reimbursement and confirmation that they are eligible. The policy must specify the portion of tuition that is reimbursable, the conditions for reimbursement, the deductions made and the documentation required. This policy must be submitted only the first time they register for a term, unless the policy is amended.

3. Obtain a letter from their employer, to the Bursar's Office, confirming they are eligible for the reimbursement policy. This letter is due at the time of registration for each term.

**For Accel, the combined sessions of 1, 2, 3, and 4, 5, 6 will be treated as one term.*

4. Arrange for reimbursement as soon as possible after the end of each session/term.

The Bursar's Office will enter on the student's bill a provisional credit for the part of the student's bill qualifying for reimbursement. This temporary credit will defer part of the bill and thereby reduce the net amount payable at that time by the student. The deferral period will be extended until the class has been completed and grades have been received. The University expects to receive payment immediately after.

At the end of the period, the balances will be payable. If the balance is not paid at the time, the interest will then accrue. The student remains ultimately responsible for the settlement of all charges incurred as a result of registering for courses at the University.

If you have any questions regarding the policy, please contact:

Student Financial Services at (845)

848-7805 or

studentfinancialservices@duny.edu