EMPLOYER REIMBURSEMENT GUIDELINES

Regent University's School of Undergraduate Studies, in cooperation with the University's Business Office, is pleased to assist students in fully utilizing their employers' tuition reimbursement benefits. The following guidelines have been created to facilitate a clear understanding among students regarding employer reimbursement. Please take a few minutes to review these guidelines and file them in a safe place for future reference.

Which category do you fall into?

If this is you: Your employer reimburses you for your tuition prior to the beginning of the semester OR pays Regent University directly.

Then: Your responsibility is:
   1. to ensure that your tuition payment is made by the payment deadline OR
   2. to ensure that your company's tuition voucher is submitted to the University's Business Office by the payment deadline of each semester AND
   3. to follow up with both your company and the Business Office to ensure that the payments have been processed by the deadline.

Failure to submit payment or the necessary paperwork to the Business Office by the published payment deadline will subject you to a $100 late fee.

If this is you: Your employer reimburses you for your tuition costs after the completion of a given semester.

Then: You may want to utilize the Employer Reimbursement Deferment Plan

EMPLOYER REIMBURSEMENT DEFERMENT PLAN

Most employers who provide tuition reimbursement reimburse their employees after they have completed their courses and received their grades for a given semester. As a service to our employer-reimbursed students, Regent University allows such students to defer payment for a given semester until the 4th Friday of the following semester.

Students choosing to defer any part of their tuition payment under this plan are required to submit the online employer reimbursement deferment form (see below) to the Business Office prior to the start of each semester and will be charged a $45.00 fee to set up their deferment. A valid credit card number will be required at this time and will be kept on file with the Business Office for one semester. If payment has not been made by the 4th Friday of the following semester, the student's credit card will be drafted at that time for the full amount of their tuition.
Students whose companies reimburse less than 100% of tuition can only defer payment on the portion of their tuition that will be covered by their company. The student is responsible to set up other satisfactory payment arrangements for the remainder of the tuition balance by the payment deadline (e.g., full payment, TIP, loans).

**IMPORTANT!!:** We recommend that students maintain a separate credit card specifically for this tuition deferment plan with a minimum credit line equal to or greater than their expected tuition each semester. Regent University maintains the right to revoke a student's tuition deferment privileges if their credit card declines at the time the card is drafted. Students will be immediately dropped from their classes for non-payment at this time and will be charged a $100 late payment fee. As a matter of honesty and integrity, please DO NOT use this plan if you know that your credit card does not carry the minimum credit line to cover your tuition balance.

**What do you need to do to utilize the Employer Reimbursement Deferment Plan?**

1. E-mail a copy of your employer's tuition reimbursement policy to the School of Undergraduate Studies ([undergrad-advisor@regent.edu](mailto:undergrad-advisor@regent.edu))
2. Submit the secure online Employer Reimbursement Deferment Form ([https://secure.regent.edu/undergrad/payment_forms/financial_aid_tr_form.cfm](https://secure.regent.edu/undergrad/payment_forms/financial_aid_tr_form.cfm)) prior to the payment deadline of EACH semester in which you desire to participate in the plan.
3. Submit the following information to the Business Office (see below for mailing address and phone numbers):
   a. Personal contact information
   b. Credit card number and expiration date.
      Regent University accepts Visa, MasterCard and Discover
   c. Authorization of the amount to be drafted from your credit card.
      i. Be sure to include all fees, including the $45 deferment fee, in the total.
      ii. In the Comments section, request a copy of your tuition invoice from the Business Office.
      iii. Keep this invoice on file until the time your employer requests it for reimbursement
   d. Fax the attached Authorization to Release Student Records Form to the Registrar's Office to 757-226-4033.
4. Don’t Forget!
   a. Failure to set up the employer reimbursement deferment plan by the payment deadline each semester will subject you to a $100 late payment fee.
   b. Contact the Business Office if your credit card information changes over the course of the semester.

**Phone Contact**

| Toll Free: 877-850-8434 |
| Local: 757-226-4059 |
| International: 877-386-9525 |
| Fax: 757-226-4342 |

**Mailing Address**

Regent University
Business Office
1000 Regent University Drive
Virginia Beach, VA 23464
ATTENTION: THIS FORM WILL NOT BE ACCEPTED TO REQUEST TRANSCRIPTS OR GRADE REPORTS.

IMPORTANT: Regent University protects the confidentiality of the education records of current and former students. This policy is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. At its discretion the institution may provide directory information to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and participation in officially recognized activities. Students may withhold directory information by notifying the Registrar's Office, in writing, within two weeks of the posting of the annual notice that advises students of their rights. The full text of this policy, including procedures for inspecting and amending one’s education records, are printed in the Student Handbook.

Information requiring authorization for release can either be:

-Confidential Directory Information - any information listed above when a student has placed a confidentiality hold on their information, as outlined in the above policy.

-Non-Directory Information - any information not listed above and always considered confidential. (i.e., grades, account information)

NAME: _____________________________________________________  SS#: ______________________________

ADDRESS: _____________________________________________________________________________________

CITY: ________________________________ STATE: _______ ZIP: __________ PHONE: _____________________

SCHOOL: _________________________________________ STUDENT ID:_________________________________

I give permission for Regent University to release my:

__________________________________________________________________   Term: ______________________

(specific info to be released i.e., financial, account, academic info, etc., )                                  (specify if applicable)

to:

______________________________________________________________________________________________

(name)

for:

______________________________________________________________________________________________

(state purpose)

______________________________________________________________________  ________________________

Signature                                                                                      Date

Administrative Use Below:

SPACMNT  Date: ______________________ Registrar Staff: __________

Revised 10/04