



**Simmons College
Tuition Reimbursement Policy
Agreement/Promissory Note**

Please read the following terms and conditions carefully. **The full terms and conditions are printed on the reverse.** All conditions must be met for acceptance of payment reimbursement made by an employer.

I, _____, acknowledge that I am eligible for tuition reimbursement by my employer. I agree to remit any reimbursement received from my employer to Simmons College to be applied to my existing account balance. In the event that my employer does not grant tuition reimbursement within the first three (3) weeks of the new semester, I will be responsible for paying the entire balance due immediately. If my employer does not cover all tuition charges and fees, I am responsible for the remaining balance by the payment due date for the semester in question. Late payment fees may be assessed and future registrations may be denied if the account becomes delinquent. In addition, reasonable collection costs and a hold may be placed on all records at the College.

The Tuition Reimbursement Agreement will **NOT** be processed if the following items are not submitted each semester:

- **Signed Tuition Reimbursement Agreement**
- **Nonrefundable \$25.00 Tuition Reimbursement Agreement Fee.**
- **Letter or other acceptable documentation from employer stating eligibility for reimbursement and the tuition and fees they will or will not cover (submitted each semester with a date indicating this is your employer's current policy)**

I am aware that Simmons College reserves the right to refuse my acceptance into the reimbursement program for any reason; I understand that in such cases the College will contact me. Simmons College does not discriminate on the basis of race, color, national origin, religion, gender, age or disability in admission, employment or the provision of services.

By signing the Tuition Reimbursement Agreement/Promissory Note, I agree to the terms and conditions of Simmons College policy regarding employer reimbursement.

Signature: _____ Date: _____
Print Name: _____
SSN/SID #: _____
Name of Employer: _____

Please submit this form with all required documentation from your employer and the required \$25.00 deferral fee to:
**Simmons College
Office of Student Financial Services W-207
300 The Fenway
Boston, MA 02115-5898**

**Simmons College
Tuition Reimbursement Policy
Terms and Conditions**

Please read the following terms and conditions carefully.

Note: You are only eligible for this benefit when you enroll in semesters that run back-to-back (i.e.: fall to spring or spring to summer). Spring to fall does not qualify since your reimbursement from spring should be received by the time the payment for the fall semester is due.

Students who are eligible for tuition reimbursement from their employers may be able to register for future semesters without the required payment only after they have paid for and completed their current semester at Simmons College. A payment for tuition reimbursement is generally remitted to the student upon the completion of the course(s) as well as submission of the grade(s) and a receipt of payment for the course(s). Therefore, the current semester must be paid completely to be eligible for tuition reimbursement from the employer. Subsequent registrations will be accepted and processed without the required payment if there is no prior balance on the account, if the new semester directly follows the last registered period and the student can provide the Office of Student Financial Services with verification of their employer's reimbursement policy. In addition, the College will require the student to sign the Agreement of Employer Reimbursement in lieu of this payment. It should be clearly understood that the Office of Student Financial Services expects to receive your reimbursed payment from the prior semester within three (3) weeks of the new semester. If not paid promptly, your account will be subject to late payments fees and future registration clearance and/or approval under this policy will not be granted.

Frequently Asked Questions & Additional Information:

I. What is the Tuition Reimbursement Agreement?

This Agreement notifies Simmons College that the student will be using the reimbursement from their prior semester to pay for tuition and/or fees within the first three weeks of the new semester. Simmons College, in turn, will defer the payment due date for the covered portion **until three (3) weeks after the course(s) begin**. If payment is not received by that time, the student will be responsible for the balance due and any late payment fees that may be assessed.

It is the student's responsibility to obtain and keep all applicable records required to receive reimbursement from their employer. If a receipt is required, payment *must* be made at the cashier's window located outside W-207 in the Main College Building. Otherwise, a statement of account showing charges and credits may be mailed upon request. In addition, students should retain cancelled checks

II. Does tuition reimbursement affect my financial aid or student loans?

YES. Employer reimbursement is considered to be financial assistance and may affect your eligibility for grants or student loans. Please contact the Office of Student Financial Services at 617-521-2001 to assess how this program may affect your eligibility for financial aid.

III. When should I apply for deferral?

The Tuition Reimbursement Agreement/ Promissory Note, required documentation and \$25.00 deferral fee must be submitted to the Office of Student Financial Services before the billing due date for the semester. ***Applications will not be accepted after the billing due date.***

IV. Will I be billed at the start of the term, even if I have submitted the Tuition Reimbursement Agreement?

Provided that your registration has been processed you should receive a billing statement. **You are responsible for payment, by the statement due date, of the portion of tuition and/or fees not covered by reimbursement, as well as payment of the \$25.00 nonrefundable deferral fee.** If your application is declined or received incomplete, you will be notified by the Office of Student Financial Services for immediate payment.