



Student Financial Services, 536 Mission Street San Francisco, CA 94105-2968 415-442-7839 fax 415-442-7819

CORPORATE REIMBURSEMENT PLAN AUTHORIZATION FORM SPRING 2012

Students whose employers will reimburse them for educational expenses may qualify for the University's Corporate Reimbursement Plan. This plan allows students to register for classes and postpone tuition payment until **July 5, 2012**. The processing fee of \$100 must be paid at the time of registration. The following conditions apply to this program:

1. The student's employer must be a **third party other than the student** and agree prior to registration to pay for authorized tuition and fees.
2. Student must have this form completed by the employer and submit it to Student Accounting Services by respective payment due date. The employer representative signing this form must attach a business card to the form for verification.
3. Student with less than 100% tuition and fee reimbursement must pay the uncovered amount in full at the time of registration or have another payment option set up.
4. Student must sign up and budget the reimbursable amount with Tuition Management Systems (TMS), the University's payment plan management provider, and pay a \$100 processing fee within the same day of registration. Failure to sign up with TMS within three days will result cancellation of registration.
5. *A bill will be mailed to the student on June 10, 2012. The student is responsible for payment, in full, of all amount(s) due under this plan on July 5, 2012, whether or not the amount has been paid by the employer. If the employer refuses, for any reason, to reimburse the student, the student remains responsible for payment of all charges.*
6. Failure to pay by the due date will result in a late charge of \$40 and a 1.5 percent finance charge per month commencing after 30 days past due. In addition, the late payment may result in the loss of the student's eligibility to participate in the University's payment plans.
7. The student must be in good financial standing with the University.

TO BE COMPLETED BY STUDENT:

Student's Name _____	Company Name _____
Student ID # _____	Company Billing Address _____
Student's Home Address _____	_____
_____	_____
Daytime Phone Number _____	_____

I understand that I am responsible for full payment of all charges incurred if for any reason my employer does not pay the University. I promise to pay Golden Gate University for tuition and fees I have charged according to the terms and conditions of the payment plan I have selected. If action is brought to collect on any debt I have incurred, I promise to pay, in addition to the unpaid principle sum, such additional sums as attorney's fees as the court may adjudge reasonable, and interest at the prime rate. I understand and agree that I am liable for all charges incurred. I further understand and agree as a condition of my registration at Golden Gate University that I have carefully read and understand the terms of the **Withdrawal Policy**. I have read and understand the policy regarding tuition, fees, and academic regulations as published in the applicable *University Catalog*.

Student's Signature _____ Date _____

TO BE COMPLETED BY EMPLOYER:

Please indicate which of the following charges are eligible for reimbursement by you. Please indicate any dollar limitations, if any.

Tuition _____ Phone Number _____

Name _____ Title _____

Signature _____ Date _____

I certify that the above information is correct and accurate and that I am an authorized representative of the above-mentioned company. I authorize to reimburse above-indicated tuition charges.

(This form cannot be processed without your business card attached.)