



**Tuition Deferment for Employer Reimbursement Program Application**

**Program Terms and Conditions**

- Student remains personally and solely responsible for paying any and all outstanding balances regardless of expected reliance on employer reimbursement. Any balance not covered by employer reimbursement must be paid by the original statement due date, NOT the deferred due date.
- Employer reimbursement payment must be made within two (2) weeks after the last day of the semester, or a registration hold will be placed on your record.
- A new application must be submitted every semester prior to the first due date of the semester if being deferred.

By my signature, I agree to the terms and conditions above:

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PSU ID

**Student Information**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
PSU Email

\_\_\_\_\_  
Major/Program

\_\_\_\_\_  
Semester to be Deferred

**Employer Certification**

\_\_\_\_\_  
Employer Name

\_\_\_\_\_  
Conditions for Reimbursement

\_\_\_\_\_  
Employer Representative Name and Title

\_\_\_\_\_  
Employer Email

By my signature, I hereby certify that the above-named employee is eligible for reimbursement of appropriate tuition and fees subject to the conditions listed above. The employee will receive reimbursement directly, and it is the employee's responsibility to make payment to the Penn State.

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

**Please submit completed application by email to the Office of the Bursar at [PRTeam@psu.edu](mailto:PRTeam@psu.edu)**

*Penn State reserves the right to conduct random audits, which involve contacting the employer to verify employment status.*