Application for Employer Deferred Tuition Payment Plan

In order to be eligible for SLU’s Deferred Payment Plan, you must:

☐ Pay all tuition and fees not covered by your employer by tuition due date
☐ Complete this information and submit it to:
   Carolyn Merkel, One Grand Blvd., DuBourg Hall, Room 121, St. Louis, MO 63103
   phone: 314.977.2405, fax: 314.977.1102, email: merkelcm@slu.edu
☐ Provide a copy of your employer’s tuition policy upon request
☐ Submit a new form each semester

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TO BE COMPLETED BY STUDENT
Student Name________________________ Banner ID_____________________
Semester for which deferment is requested_____________________
I am registered for ______ credit hours in the term above.
The semester begins on ________________ and ends on ________________.

TO BE COMPLETED BY EMPLOYER
I certify that the above-named applicant is employed by this organization and is
eligible for tuition benefits in the amount of $________ or _______% for the term.

Name of Organization _______________________________________________
Address___________________________ City, State, Zip ___________________
Name of Authorized Representative_____________________________________
Title of Authorized Representative_____________________________________
Email of Authorized Representative___________________________________
Telephone number of Authorized Representative _________________________
Fax number of Authorized Representative ______________________________

By filling out and submitting this form, the student agrees to the following:

☐ I understand that if I do not achieve the required grades for my employer to provide
payment or drop courses, I must make payment arrangements for balance due before
enrolling for future terms.
☐ I understand that it is my responsibility to provide grades, bills, or other documentation
to my employer for prompt payment. I am responsible for all fees or finance charges
that are added to my account.
☐ If my employment or employment benefits change during the term, I will notify the
student accounts office (314-977-2405) and make payment arrangements for my courses.
☐ I understand that any misuse, misrepresentation or inability to follow procedures may
result in disqualification from SLU’s tuition deferment option.