



2018-2019 EMPLOYER REIMBURSEMENT PAYMENT PLAN (ERPP)

Program Policies & Procedures for Enrollment in the Employer Reimbursement Payment Plan (ERPP)

- ERPP Forms are due no later than the due dates posted below for the 2018-2019 year. This application and form constitutes a promissory note and an acknowledgement that you are personally responsible for payment on all charges assessed to your student account. Even if you are not reimbursed by your employer you are ultimately still responsible for payment to Moravian College.
- **A \$35 ERPP Fee applies for each term and is due with this completed form. Forms submitted without the \$35 ERPP Fee will not be processed and will be returned to the student.** Students may submit their \$35 ERPP fee via check along with this form or may pay their \$35 ERPP fee directly through their AMOS account. Additional information about online account payments can be made at www.moravian.edu/cashnet.
- The Employer Authorization section of this form must be completed in its entirety and is required for processing.
- All correspondence regarding a student's application for ERPP (approval or denial) will be sent to the student's moravian.edu email account. **Students are required to check their Moravian email account on a regular basis.**
- ERPP Forms and \$35 Fee (checks made payable to Moravian College) should be sent directly to the following:

Office of Student Accounts
Moravian College
1200 Main Street
Bethlehem, PA 18018
Email: studentaccounts@moravian.edu
Fax: (610) 465-8885





MORAVIAN GRADUATE

2018-2019 EMPLOYER REIMBURSEMENT PAYMENT PLAN (ERPP)

Student Name:

Student ID:

Home/Cell Phone:

Terms & Deadlines for 2018-2019 Year		
Select Term (only ONE)	Form Due Date* (No later than)	Final Payment Deadline** (No later than)
<input type="checkbox"/> Fall 2018	August 1, 2018	January 21, 2019
<input type="checkbox"/> Spring 2019	January 2, 2019	June 10, 2019
<input type="checkbox"/> May Term 2019	April 22, 2019	July 1, 2019
<input type="checkbox"/> Summer 1 2019	May 13, 2019	August 12, 2019
<input type="checkbox"/> Summer 2 2019	June 24, 2019	September 23, 2019

**Reimbursement forms will NOT be accepted after the Form Due Date listed above, and will be returned to you. The only exception to this due date is if you begin your enrollment after the published due date deadline. In that circumstance this form would be due within 2 weeks of your class registration. This exception applies for your first term of enrollment ONLY.*

***All final payments must be made by or before the posted payment deadline [above] UNLESS the length of the course extends beyond the College's standard published calendar dates. Student accounts with a balance after the due date will be assessed a \$50 late fee and are also subject to a Registration/Official Transcript Hold.*

PROMISSORY NOTE

I acknowledge that I am ultimately responsible for full payment of the balance due for tuition and fees for courses in the above selected term. It is my responsibility to comply with the requirements established by my employer for tuition reimbursement. I promise to pay Moravian College the tuition balance remaining on my account for the selected term listed above. My obligation to pay is **not** contingent upon receiving reimbursement from my employer. I have read and understand the conditions of the payment plan listed on this form.

Student Signature:

Date:

EMPLOYER VERIFICATION

Employer Name:

Employer Address:

Human Resources Contact:

Phone:

Minimum Grade for Reimbursement:

Amount of Tuition Authorized:

Human Resources Signature:

Date: