



**MBA/Graduate Engineering/ADAP Deferred Tuition Reimbursement Plan  
Spring 2016 Information**

**Due date for payment of Spring 2016 tuition and charges is June 22, 2016, to avoid a late charge**

**Purpose:**

To defer payment of Spring 2016 tuition and charges until June 22, 2016, for MBA, graduate Engineering, and ADAP students who are eligible for reimbursement from their employers. There is an application charge of \$50.00.

**To Apply:**

1. Complete the following application form.
2. Attach verification on company letterhead signed and dated by your employer stating you are eligible to be reimbursed for tuition charges specifically for the Spring 2016 semester. (EXAMPLE: "COMPANY NAME will reimburse STUDENT NAME for SPRING 2016 tuition and charges at 100% with a grade of C or better."). Your employer's reimbursement form is acceptable if it includes your name, specifies the term and is signed and dated by your employer. Workflows are also acceptable if approval is complete.
3. **Payment of the \$50.00 application charge is required in order to process your deferment.**
  - a) You may send a check along with your deferment documents by mail to the address below.
  - b.) You may submit your deferment documents by e-mail or by fax after paying \$50 online with e-check or credit card through Porches (porches.udayton.edu). Choose the 'Flyers First' tab, then 'My Payment Center'. A convenience charge applies to credit card payments.

Kathy Ferguson, Office of Student Accounts  
300 College Park Drive, Dayton, OH 45469-1600  
105 St. Mary's Hall 8:30 a.m. - 4:30 p.m. Monday - Friday  
kferguson1@udayton.edu  
Phone: 937-229-4113 or 1-800-259-7117 Fax: 937-229-4117

**Applications will be accepted through March 1** (Through March 15 for 2<sup>nd</sup> half classes).  
**Applications submitted without payment of the \$50.00 charge and/or proper documentation will not be processed.**

**Due Date: June 22, 2016** - Due date applies even if you have not received reimbursement from your employer.

**Late Charge:** \$100 for payment after June 22, 2016.

**Monthly statement notifications will be sent to your University of Dayton e-mail. No paper statements are sent during the deferment period.**

*The University of Dayton reserves the right to deny or cancel enrollment in the deferred tuition plan for students whose accounts are not in good financial standing.*



**MBA/ADAP Deferred Tuition Reimbursement Plan  
Spring 2016 Application**

Due date for payment of Spring 2016 tuition and charges is June 22, 2016, to avoid a late charge

I understand that this application, proper employer verification, and payment of the \$50.00 application charge entitle me to defer payment of Spring 2016 tuition and charges until June 22, 2016. I understand that payment of deferred tuition and charges is to be made to the University of Dayton by this date even if I have not received grades and/or reimbursement. The application charge is non-refundable unless withdrawal is completed prior to the start of the semester. Late payment of tuition and charges will result in the assessment of a \$100 late charge. If I withdraw from any or all classes, the appropriate tuition and charges for the dropped course(s) will be immediately due and payable. I agree to all terms and conditions outlined here and authorize the University of Dayton to communicate with my employer on any questions concerning my tuition reimbursement.

Name \_\_\_\_\_ ( Print) Signature \_\_\_\_\_  
 Student ID# \_\_\_\_\_  
 Employer \_\_\_\_\_ Work Phone# \_\_\_\_\_  
 Fax# \_\_\_\_\_ Home Phone# \_\_\_\_\_  
 E-Mail \_\_\_\_\_  
 Today's Date \_\_\_\_\_

(PLEASE PRINT )

**Use the method of payment that is most convenient for you:**

**Check:** Accepted online through Porches, by mail, and in-person.

**Credit Card:** Accepted online through Porches only. Convenience charge will apply.

**Cash:** Accepted in-person only.

**Application, employer authorization, and \$50.00 application charge payment are required to complete deferment**

Please keep a copy for your records.