

Lebanon Valley College
101 N. College Avenue, Annville PA, 17003

**Deferred Billing
Employer Enrollment Form**

Options for Employers who offer Tuition Benefits

A. Deferred Tuition Option

B. Direct Billing Option

A. A **deferred tuition** benefit relieves students of the burden of incurring “out of pocket” tuition expenses by deferring tuition until after the course has been completed and they have been reimbursed by their employers.

Lebanon Valley College is willing to offer the deferred tuition option to students whose employers provide tuition reimbursement and who agree to the following condition:

Lebanon Valley College will defer billing the student for tuition costs. The student must remit payment in full no later than the dates listed below for the term the student is enrolled:

<u>Semester</u>	<u>Due Date</u>
Fall	January 15 th
Spring	June 15 th
Summer	September 30 th

B. **Direct billing** is another option that the College can make available to students whose employers are paying tuition costs. Under this plan, the College bills the employer directly for the student’s tuition. Students must present a voucher or letter of authorization from their employer when they register for classes.

_____ agrees to participate in:
Company/Employer name

Deferred Tuition Option

Direct Billing Option (please attach voucher or letter of authorization)

Name of Employer Representative (please print)

Title of Employer Representative

Phone number

E-mail

Signature of Employer Representative

Date

Name of employee/LVC student