

Missouri S&T
Deferred Tuition Application & Promissory Note
For Distance Courses

Part 1 (completed by student)

Missouri S&T Student # _____

Name (last, first, MI)

Permanent address

City, State, Zip

Home Phone

Work Phone

e-mail

Indicate Semester to apply Deferred Credit:

___ Summer ___ Fall ___ Spring

Terms of payment agreement:

- Student, as identified, is responsible for total charges whether reimbursement has been received by his/her employer
- Student is responsible for obtaining grades and submitting to employer
- Deferred tuition credit to student account will be for the amounts identified by my employer
- Full payment is required 4 weeks after grades are posted
- If my account is not paid when due, the following will apply:
 - Late fees and Finance charges will be assessed on outstanding balance
 - I may be ineligible for future enrollments
 - A hold will be placed on my transcript until my account is cleared

I have read and understand terms stated herein (**2 pages**) and agree to be fully responsible for fees owed for semester indicated. I wish to apply for the Deferred Tuition payment plan offered by Missouri S&T.

Student Signature Date

Part 2 (completed by student's employer)

This is to certify that

Student/Employee Name

is employed by

Company Name

and is eligible for tuition reimbursement by the above named company . The amount of _____ may be applied to the _____ (summer, fall, spring) semester of _____ (year).

Name – Company Representative

Title

Company Address

City, State, Zip

Phone

Signature

Date

\$25 nonrefundable application fee:

- To pay by check/money order, return completed form with original signatures and make payable to Missouri S&T. See **Page 2: Application Fee** for mailing address.
- To pay by Visa, MasterCard or Discover, please contact the Office of Global Learning at (573) 341-6591 with your credit card information.

Missouri S&T Office Use Only

Approved: _____

Date: _____

cc: Missouri S&T Cashier Office and Student

Global Learning
Missouri S&T
Rolla, MO

Missouri S&T extends its deferred tuition payment plan to currently enrolled distance students employed by a company who offers reimbursement to its employees for tuition charges. This option allows approved students to defer payments for their course tuition (distance sections only) up to an amount indicated by the company until **4 weeks** after grades are posted for the approved semester.

Deferred application and fee must be received by following deadlines. Tuition credit cannot be applied after these dates.

- Spring & Fall semesters – by 20th day from beginning of semester
- Summer semester – by 10th day from beginning of semester

Student Eligibility

- Must be a currently enrolled distance student at Missouri S&T
- Must be a current employee of a company that provides tuition reimbursement benefits equal to a minimum of 50% of the total cost
- Student must submit signed application and promissory note approved by the employer that indicates the student is an eligible participant in their tuition reimbursement program.

Application Fee

\$25 Nonrefundable application fee is required for each semester in which deferred tuition is requested.
If paying by check or money order, please make payable to Missouri S&T and mail to:

Missouri S&T
Global Learning
300 W. 12th Street
216 Centennial Hall
Rolla, MO 65409

Payment of student account

- Upon approval, student's account will be credited in the amount of tuition reimbursement identified by their employer.
- Student will receive a statement on Missouri S&T's regular billing cycle itemizing all charges and credit for deferred tuition payment.
- Student is responsible for balance.
- Deferred tuition credit will be reversed upon posting of grades for current semester
- Student then has 4 weeks to make full payment whether or not he/she has received reimbursement from their employer.

In the event that payment is not received by the deadline, the following actions will occur:

- Late fees and finance charges will be assessed
- Hold will be placed on student's records which may prevent future enrollments until account is cleared
- Hold will be placed on student's transcript until account is cleared
- Collection procedures will be initiated

Drop or Withdrawal

Should student drop class or withdraw enrollment, the normal refund policy for distance students will apply.
For current policy see <http://dce.mst.edu/credit/currentstudents/adddrop/>

If you have further questions, please contact:

Global Learning
Phone: (573) 341-6591
email: global@mst.edu