Arcadia University Employer Reimbursement Payment Agreement

What is the ERPA?
Employer Reimbursement Payment Agreement is a deferred payment plan for students whose employers provide tuition reimbursement. Students do not pay for the employer's portion of tuition until after grades are mailed. Thus, there are no up-front tuition payments for the employer's portion of the tuition.

When Should I apply?
You must submit the completed form and a letter from your employer (see below) within ten days after registering for the semester.

How do I apply?
Application forms are available at www.arcadia.edu, in the Office of Enrollment Management, the Registrar's Office and Office of Graduate & Professional Studies. You apply when you register. You need to provide a letter from your employer verifying your employment and explaining your eligibility for tuition reimbursement. The date of the letter should be no earlier than ten days before the beginning of each semester.

Who is eligible?
A student who is eligible for a tuition reimbursement by his or her employer should be eligible if the application is complete and the letter from the employer is submitted on time. The Business Office receives all ERPA application materials.

Will You Be Billed At The Start of The Term?
You may receive billings until you are accepted into the program. If approved, you will then be billed only for your portion of the tuition. If your employer rejects your ERPA application, you will be subject to the regular billing procedures and you will be notified of the rejection and reason(s) for it.

When do I need to pay my tuition balance?
The plan extends the payment date to two week after the date that grade reports are mailed. At that time, you will need to pay your tuition account in full, even if you have not received reimbursement from your employer.

Are there any charges for the program?
The program is a service to students, so there are no additional charges to use it. However, if you do not pay your tuition balance by the extended due date, you will be charged a late fee that is one percent of your outstanding balance and may be prohibited from using the plan in the future.

What happens if I withdraw from classes?
If you drop a class or withdraw from the University, the refund policy will apply to both you and your employer's share of the tuition (90% refund during the first week of class(es), 80% during the second week, 60% during the third week, 40% during the fourth week, 20% during the fifth week, and no refund after the fifth week). If you are not reimbursed by your employer for the class(es) dropped, you will be responsible for paying any outstanding balance to the University.

Please return this completed form and the letter from your employer to:
Business Office, Arcadia University, 450 S. Easton Rd, Glenside, Pa 19038
Or fax to 215-572-4010

I am employed by_____ where I am eligible for coverage by a tuition reimbursement plan. Attached is a letter from my employer verifying my employment and explaining the terms of my eligibility in my employer's tuition reimbursement program. I, therefore, request a payment date extension for my (circle one) fall/spring/summer term tuition until grades are issued. In return for this payment date extension, I agree to pay my tuition account in full two weeks after the grade reports are mailed, regardless of whether or not I am reimbursed by my employer.

I am aware that the University reserves the right to refuse my acceptance into this program for any reason. Arcadia does not discriminate on the basis of race, color, gender, sexual or affectional preference, religion, ancestry, national origin, age or disability in its educational programs, activities, admissions, or employment practices.

I have read and understand the terms of this agreement. I realize that failure to pay by the extended payment due date will subject my account to a late fee and can prohibit me from future use of the extension plan at Arcadia University.

_____

Student's signature | Student's name (please print) | date | Student's Social Security No.

For Financial Accounts Office Only

Received_____ ☐ Approved
By_____ ☐ Unable to Process Reason_____
Grade Issued_____ ☐ Denied Reason_____