

Employer Deferred Payment Program

GRADUATE ADMISSION



If your employer has agreed to reimburse your educational expenses, you can take advantage of the St. Edward's University Employer Deferred Payment Program, or EDPay. Review our eligibility guidelines and instructions below, and sign and complete the attached agreement contract.

Note: If your employer is paying St. Edward's University directly, do not complete the EDPay packet.

Certification to participate in the EDPay program requirements

- SIGNED EDPay Terms Agreement. Failure to submit will result in removal from program.
- Tuition Reimbursement Policy from employer.
- Payments equal to 10% of tuition, as well as any fees, (e.g. lab fees, parking permits, health insurance, \$25 per course EDPay fee) are due up front and must be paid in full by the standard payment due date and cannot be financed through a payment plan.
- The remaining 90% of tuition is deferred and the due date of the deferred portion of tuition is as follows:

DEFERRED PAYMENT DEADLINES:

Fall Semester: February 1

Spring Semester: June 15

Summer Semester: October 1

You are responsible for paying the deferred balance by the deadline even if you have not received payment from your employer. Failure to pay this balance in full will result in the removal from future use of the EDPay program.

- If financial aid (grants, student loans) awarded covers tuition charges, you are not eligible to participate in EDPay.
- Financial aid **MUST** be used toward your deferred portion of tuition.

Information St. Edward's provides for your reimbursement

To assist you with your reimbursement procedures, we offer two documents designed for submission to your employer through EdWeb.

- Under "Grades," you can have the Registrar's Office send you an official grade report.
- Under "Billing Information," select "Employer Reimbursement Documents," for an official statement of charges.

If you require proof of payment for a semester, you can either request a receipt on the day of payment, or you can use the "Statement of Account" option in EdWeb to reflect your payment.

Contact Us

The Office of Student Financial Services at St. Edward's University is here to help you with any questions you have regarding EDPay or your eligibility. Contact the EDPay coordinator by phone at **512-448-8523**, or e-mail seu.finaid@stedwards.edu.

Students who do not file their EDPay paperwork with the Office of Student Financial Services may be dropped from the program and will have to make other arrangements for paying their tuition and fees. Failure to pay your balance in full may prevent you from registering for class or participating in EDPay in the future.

Student Financial Services : seu.finaid@stedwards.edu : 512-448-8523

St. Edward's University : 3001 South Congress Avenue, Austin, Texas 78704-6489

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I have read and understand the terms of this agreement, including:

- _____ (initial) If financial aid (grants, student loans) awarded exceeds tuition charges, EDPay will be removed.
- _____ (initial) Financial aid not exceeding tuition charges will be used toward your deferred portion of tuition.
- _____ (initial) Failure to pay the 10% down payment and/or the deferred tuition by the extended due date will result in the removal and future use of the EDPay Program.
- _____ (initial) Unpaid charges will be subject to assignment to an outside collection agency. In such an event, additional financial penalties will be incurred. These penalties could include collection, attorneys and court fees.

Student Signature: _____ Contract Date: _____

Student Name (Printed): _____

Student ID Number: _____

Employer: _____

Work Phone Number: _____

Submit to:

EDPay Coordinator
3001 South Congress Avenue
Austin, Texas 78704
seu.finaid@stedwards.edu
Phone: 512-448-8523
Fax: 512-416-5837