



ST. EDWARD'S UNIVERSITY GUIDELINES FOR PARTICIPATING IN EMPLOYER DEFERRED PAYMENT PROGRAM (EDPay)

Note: This plan is only available to students whose employer reimburses educational expenses

Certification to participate in the EDPay program requires

- An employment and reimbursement verification letter
- Signed and completed Employer Deferred Payment Agreement contract

If you fail to submit this paperwork, our office will remove you from the EDPay program and you will be required to find other arrangements to settle your tuition and fees.

Only deferment of tuition is allowed through the EDPay program.

Payment equal to 10% of tuition as well as any fees (e.g. lab fees, parking permits, health insurance) is due up front each semester. Additionally, there is a fee of \$25 per course that is also due up front. These fees, along with the 10% of tuition, are considered to be your down payment. This down payment 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, allowing you time to submit paperwork to your employer. The due date of the deferred portion of tuition is as follows:

Fall Semester	February 1
Spring Semester	June 15
Summer Semester	October 1

You are responsible for payment of your deferred balance by the payment deadline. This balance must be paid in full by this date even if you have not received payment from your employer. Failure to pay this balance in full may result in a bar on future registration, removal from future use of the EDPay program, and referral of unpaid charges to a collection agency.

Any financial aid you receive through St. Edward's University will be first used to pay your down payment, and then to pay down your deferred portion of tuition. No refund check will be issued unless the entire cost of the semester has been paid.

The EDPay program should only be used if your employer reimburses tuition to you at the end of the semester. If your employer will pay the university directly, or if they pay you up front each semester, then please use a different payment option.

If you have any questions, please contact our EdPay coordinator by phone at 512-448-8523 or by e-mail at seu.finaid@stedwards.edu.

INFORMATION YOUR EMPLOYER SHOULD PROVIDE IN THE EMPLOYMENT AND REIMBURSEMENT VERIFICATION LETTER

Your letter must be typed on company letterhead and should be addressed to:

EDPay Coordinator
St. Edward's University
3001 S. Congress Ave.
Austin, TX 78704

Your letter must clearly address the following:

- Indicate if your company provides 100% tuition assistance. If it does not, indicate how much assistance you are eligible to receive.
- Indicate the terms and conditions under which you are reimbursed. For example, does your company provide tuition assistance upon presentation of proof of enrollment, or does your company provide tuition assistance upon the presentation of a completed grade report, etc. You can also include a copy of your company's reimbursement procedure in lieu of including this information in the letter.
- Provide the name, phone number and company mailing address of the person who processes your tuition assistance requests.
- Provide your company's federal tax identification number. St. Edward's requires this information to create a company profile for reporting purposes.

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. Both are available for request through the EdWeb system, are printed on university letterhead and mailed regularly each week.

Under the "Grades" option, you can have the Registrar's Office send you an official grade report for the given semester. This document will list your classes, and the grade earned in each class.

Under the "Employer Reimbursement Documents" option, you can request an official statement of charges. This document will list your classes, the number of hours for each class, and a summary of your charges for the given semester.

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 show your payment.

Please note that these are the only documents we can provide. Due to the number of students at the university using the program, **the university cannot provide any customized documents for you.**

If you have any questions, please contact our EDPay coordinator by phone at 512-448-8523 or by e-mail at seu.finaid@stedwards.edu.



**ST. EDWARD'S UNIVERSITY
EXTENSION PLAN FOR EMPLOYER
DEFERRED PAYMENT AGREEMENT
(EDPay)**

AGREEMENT, CONTRACT, RELEASE

I request a payment date extension for my tuition each semester that I am enrolled at St. Edward's University. For the receipt of this payment date extension, **I agree to pay my tuition account in full by the established deadlines, whether or not the total amount of my tuition obligation has been issued to me by my employer.** I understand a 10% down payment of tuition, all fees, and a \$25 per course, non-refundable deferred payment fee is due at the time of registration.

I authorize St. Edward's University to provide a grade report and other academic and account information of my employer for the purpose of processing my tuition reimbursement request.

I am aware the university reserves the right to refuse acceptance into this program for any reason. St. Edward's University does not discriminate on the basis of race, color, national origin, religion, sex, age, or handicap in admission, employment, or the provision of service.

I have read and understand the terms of this agreement. **I realize that failure to pay by the extended due date can prohibit me from future registration and services at St. Edward's University.**

If the university places this contract with an attorney or collection agency for collection after participant's default, the participant shall pay all reasonable collection expenses (including attorney's fees, court costs, and litigation expenses) incurred by St. Edward's University. Participant waives all notices, demands for payment, presentment, protest and diligence in bringing suit. All expenses that accrue under this paragraph shall be due upon demand.

Student Signature

Contract Date

Student Name (Printed)

Student ID Number

Employer

Work Phone Number