

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

**Deferred Billing Agreement
Student Enrollment Form**

A deferred tuition plan, allowing for deferred billing until the end of each term, is available to students meeting the terms and conditions listed below. Your employer will be given the option to be billed directly for your tuition charges or request that tuition statements be mailed to you.

Terms and Conditions:

1. Employer must offer tuition reimbursement benefits.
2. Employer must be enrolled in deferred tuition plan. (Employer enrollment form is on-line)
3. Student must remit payment in full by no later than the dates listed below for the term the student is enrolled in or the deferred billing plan may be terminated:

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

4. Student understands that failure to remit payment by the applicable due dates may result in employer notification of student account delinquency.
5. This agreement will remain in effect as long as the student remains employed with the employer listed below.

Please note that textbooks or other required material costs are not eligible for deferred billing.

Tuition statements will be mailed at the start of each class to be kept as a file reference for cost and course. Thirty days before payment is due, tuition statements will be mailed again, noting the specific term and due date.

Please contact the Business Office if extenuating circumstances prevent you from remitting payment in full by the stated due date.

By signing below, I hereby agree to the terms and conditions listed above.

Student Name (please print)

Student Signature

Date

Employer Name

Please return completed student and employer enrollment forms to:

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

Tel: 717-867-6300 Fax: 717-867-6014
Email: cashier@lvc.edu