

## Student Business Services Tuition Deferment Application

This form must be completed and submitted to Student Business Services prior to the start of classes. Keystone College reserves the right to accept or deny any employer's reimbursement policy. If the application is denied, the student will be notified with reason for denial. All deferred payments are due within twenty-one (21) days from the date grades are available.

1.		2.	
	Last                      MI                      First		Student ID #
3.			
	Address	City	State                      Zip
4. (     )			5. (     )
	Home Telephone #	Work Telephone #	Extension

**Section A:** This section must be completed in full by the **student**. Any missing information may result in denial of deferment.

6. Do you have an unpaid balance due to Keystone College?                      Yes                      No

7. If you answered yes to # 6 please list balance and explain. \_\_\_\_\_

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8. Please circle the semester/trimester                      Fall                      Spring                      Summer                      Other: \_\_\_\_\_  
for which you are completing this form.

9. Graduate Student                      Undergraduate Student

10. Cost calculation:    Part Time Student (.5 to 11.99 credits)                      Full Time Student (12 to 20.5 credits)

Tuition Amount	\$	FT Tuition:	\$
# of Credits		Lab Fee(s):	\$
Lab Fee(s):	\$	Comprehensive College Fee:	\$
Comprehensive College Fee:	\$	Parking Fee:	\$
Parking Fee:	\$		
Total:	\$	Total:	\$

11. The employer makes direct payment to:                      You (student)                      Keystone College

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12. Please enter the amount you wish to defer. ***Please note if your employer pays you directly, you need to pay all fees not covered as well as 25% of the amount you wish to defer prior to the start of classes.*** \$ \_\_\_\_\_

13. **If your employer pays you directly, please enter the amount of your payment that accompanies this form.** \$ \_\_\_\_\_

14. Date: \_\_\_\_\_                      15. Signature: \_\_\_\_\_

In signing above, I give consent to Keystone College to contact my employer if a tuition deferment payment becomes past due. I understand that if, for any reason, my employer refuses payment, or I leave my present place of employment, I will be responsible to Keystone College for immediate and full payment of any balance due to the College. I also understand that if I voluntarily drop a class or withdraw from the College, and my employer is no longer obligated to pay the costs, I will be responsible for said payment from my own funds. I agree to pay all costs associated with placing my account with a collection agency in addition to any delinquent balance, if necessary. I also agree to pay all attorneys' fees if legal action is needed.                      (Continued on next page)

**Section B:** This section must be completed in full by the **employer**. Any missing information may result in denial of deferment.

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1. Date:	2. Employer:
<hr/>	
3. Telephone #: (     )     )	4. Address:
<hr/>	
	extension
<hr/>	
5. Title of Benefit Administrator:	6. Print Name:
<hr/>	

7. The above named student is approved by the listed employer for tuition reimbursement.     Yes     No

8. The listed employer will make payment directly to:     Student     Keystone College

9. Please state the amount of reimbursement for which the above named student is eligible this semester/trimester and list approximate date payment will be released. \$                      Date:

10. Please note any restrictions or special billing requests \_\_\_\_\_

11. Date: \_\_\_\_\_                                      12. Signature: \_\_\_\_\_

**Student Business Services ■ One College Green ■ P.O. Box 50 ■ La Plume, PA 18440-0200 ■ (570) 945-8369**

***studentaccounts@keystone.edu***

Keystone College Anti-Discrimination and Harassment Policy Keystone College is committed to the fundamental principles of equal opportunity and equal treatment for its students, employees and applicants. The College is committed to providing equal educational and employment opportunities without regard to an individual's sex, race, religion, national or ethnic origin, pregnancy, age, marital status, sexual orientation, disability, or status as a veteran. Keystone College's commitment is to provide an environment where all students and employees can work and study in an environment free from any forms of racial, ethnic, and sexual discrimination including sexual harassment, sexual violence and sexual assault. This policy is placed in this document in accordance with state and federal laws including Title VI, VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Civil Rights act of 1991, as well as all applicable federal and state executive orders.

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