

## PAYMENT AGREEMENT FALL 2016 (Employer Reimbursement)

The University of Colorado Boulder's Division of Continuing Education will allow you to delay the payment of your tuition and fees until after you have completed your CU coursework this semester. This is a special exception to our normal payment policies. By completing this form, you agree to the following:

- My employer has no liability to the University of Colorado Boulder and this form will not initiate direct billing to your employer.
- I must pay all tuition and fees by the deadline stated – for fall 2016 the final due date is December 5, 2016.
- I must pay the appropriate tuition and fees even if I withdraw from the course(s),
- I must pay all tuition and fees even if my employer fails to reimburse me regardless of the reason,
- I am aware that until I pay all tuition and fees a financial stop will be placed on my CU account that will prevent me from registering for future classes and receiving a CU transcript. If I do not pay all tuition and fees, my account may be sent to an external collection agency.

Name \_\_\_\_\_ CU Student No \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Day Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

The Division must receive a renewed and/or updated form each time the current agreement and its terms have lapsed or the academic year ends. Also, if there is a change in employment status or in the employer's tuition reimbursement program, a new form must be submitted.

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### To Be Completed By Employer

Employer Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

1. Please indicate the amount that will be reimbursed to the employee (percentage and/or \$ amount) for semester.

Percent (check one) 100 \_\_\_ 75 \_\_\_ 50 \_\_\_ other \_\_\_

Dollar Amount: \_\_\_\_\_

2. Please indicate period of time for which this agreement is valid: \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

If you need further assistance, please call the Continuing Education Accounting Department at 303-492-2212.

