



NYU

**SCHOOL OF
PROFESSIONAL STUDIES**

Office of Admissions

7 East 12th Street, Suite 921
New York, NY 10003

P: 212-998-7100

sps.nyu.edu/admissions/graduate
sps.gradadmissions@nyu.edu

Application for Credit Against Employer Reimbursement Plan

With this application, please include:

- 1) A letter from your company indicating that you are in good standing with the company and that you are eligible to receive tuition reimbursement benefits.
- 2) A clear breakdown of the tuition reimbursement parameters per your employer's policies. This should include at a minimum: the maximum benefits per calendar or academic year, costs covered by the company (tuition, registration fees, etc.), and if applicable, the amount of tuition reimbursement provided contingent upon grades earned.

Please retain a copy of your application and supporting materials for your reference and records.

Disclosure Statement

I understand that withdrawal from courses or from the University will not alter my obligation to pay any portion of the full charges that are not officially canceled.

I understand that the University may withhold all academic privileges (including registration materials, grades, transcripts, and all information regarding my record) if I am in arrears in the payment of fees or other charges.

If the University refers any unpaid accounts for collection, I will be held responsible for all associated charges including attorney's fees of up to one-third of the balance, to the full extent permitted by law.

I agree to pay the amount due in Box #3 from page 2 by the tuition payment deadline and the amount deferred from Box #2 on page 2 (plus any interest accrued) within one month of the completed semester.

Itemization of Amount Deferred

The full amount deferred (Box #2 on page 2) will be credited toward tuition and/or registration fees.

Terms

See terms (on page 2) for information about late payments, scheduled payment dates, and penalties.

Annual Participation Rate

To participate in this plan, you will pay a fee equal to 12% per annum (1% per month) of the total amount deferred for each month of the semester in which plan participation occurs. This fee will appear as a finance charge on your account.

Late Charges

If you fail to pay the portion of your bill that was not deferred by the tuition payment deadline and/or the amount deferred and corresponding annual percentage rate fee within one month of the completed semester, you will be charged a default interest rate of 12% per annum (1% per month) on the unpaid balance.

Prepayment

There is no prepayment penalty.

Please feel free to contact the Office of Admissions via telephone at **212-998-7100** or in person:

NYU School of Professional Studies
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Application for Credit Against Employer Tuition Reimbursement Plan

Please read the entire application thoroughly. Complete all sections and sign below. You may email the completed application to **sps.gradadmissions@nyu.edu**. Applications must be submitted prior to the first day of classes.

Student's Last Name	First	Middle Initial
Student Identification No. (NYU ID No.)	Term/Year	
School/Division	Driver's License (State and No.)	
Employer Name and Address	Business Telephone	
Permanent Home Address		
Email Address	Home Telephone	

I have read and fully understand the information and terms stated below, and also the disclosure statement on Page 1 of this form.

I attest to the truth of all statements made and agree to fulfill the terms of the plan of payment requested as described herein, and I promise to pay New York University the amounts due under the agreement by installment payment due dates. I understand that if for any reason my employer fails to pay any amount due under this agreement, that I will be responsible for all such amounts.

Date	Signature of Student
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NET AMOUNT DUE FOR TERM	\$	Box #1
SUBTRACT DEFERRED AMOUNT	\$	Box #2
AMOUNT DUE	\$	*Box #3

*If you have an amount due in Box #3, how do you intend to pay your balance?

Please note that any amount due in Box #3 must be paid by the tuition payment deadline or a finance charge will apply.

Terms of this installment payment agreement

Open only to students who are:

- Not in arrears (past due) for any University charge or loan.
- Without a previously unsatisfactory University credit record.
- Matriculated and registering for one or more points.

Subsequent Payment

The deferred balance and corresponding annual percentage rate fee are due no later than one month after the semester has ended.

Application Form

A separate application and supporting documents required for each semester this plan is used.

Prepayment

There is no prepayment penalty.

Annual Percentage Rate

12% per annum (1% per month) of the total amount deferred for each month of the semester in which plan participation occurs.

Finance Charges

If you fail to pay in full the portion of your bill that was not deferred by the tuition payment deadline and/or the amount deferred and corresponding participation fee within one month of the completed semester, you will be charged a default interest rate of 12% per annum (1% per month) on the unpaid balance.

Important Information

NYU does not bill your employer; you are responsible for providing your employer with your bill, which can be found on NYU Albert.

Transcripts are not sent through the Office of Admissions. Once you have received your semester grades, make the proper arrangements through the registrar to send the grades to your employer.

If your balance is not cleared by the given deadline, you will not be able to register for classes, even if you qualify for employer reimbursement for the following semester.

Office Use Only

Signature
Date