RN-BSN Program Tuition Deferment

Vincennes University's Tuition Deferment is designed for BSN students whose employers offer reimbursement for tuition charges. It allows you to defer a portion of the tuition payments to VU until 20 days after the final grades are posted. Only the portion reimbursed by the employer is eligible for delayed payment. You will continue to receive a bill and must pay the portion of the bill not covered by reimbursement by the regularly scheduled tuition due dates. The plan is available each semester. Failure to submit tuition as arranged may result in ineligibility for tuition deferment in future semesters.

Eligibility
Participation in this plan is open to all BSN students employed at an agency with tuition reimbursement.

Process
The deferment form must be completed every semester and submitted to vunursing@vinu.edu or faxed to 812-888-4550 no later than the Friday before the first day of each semester. Access your account statement via MyVU for tuition/fees to complete the form.

Student Responsibilities
You are responsible for the following:
1. Submitting the completed tuition deferment form no later than the Friday before the first day of each semester.
2. Submitting any required documents, including a copy of your grades, to your employer for reimbursement. A copy of your grades can be obtained by printing your gradebook in Blackboard or by requesting an unofficial transcript from the VU Registrar's Office.
3. Paying the **entire** bill within 20 days of final grade postings for each semester. VU does not accept direct payment from employers. This means you must receive payment from your employer, then pay VU. **If, for any reason, your employer does not reimburse you, you are still responsible for payment.**

Terms and Conditions
You agree to the following terms and conditions when using the tuition deferment plan:
- Student will pay the **entire** bill within 20 days of final grade postings for each semester, regardless of reimbursement circumstances.
- Student will pay amounts not covered by the employer reimbursement program by the due date.
- Student will pay fees due to course(s) dropped, by the due date.
- Student will pay fees due to withdrawal from VU, by the due date.
- In the final semester before graduation, payment must be made prior to the end of the semester. Failure to make this payment on time will result in a financial hold and prevent access to grades and transcripts.
- VU reserves the right to cancel the tuition deferment plan, if the information provided on the Employer Paid Tuition Form is false.

NOTE: Failure to meet the terms in this plan will result in a financial hold that will prohibit access to grades, official transcripts, diplomas, registration for future semesters, and future eligibility for use of the tuition deferment plan. If you are registered for courses in the next semester, you may be de-registered for failure to make payment.

VINCENNES V UNIVERSITY
Indiana's First College Since 1801

RN-BSN Program
Employer Tuition Deferment Form

The Employer Deferment Option for RN-BSN students allows student to defer payment to the University for the authorized amount below until the payment deadline (Friday prior to the first day of class each semester). Only the tuition and applicable fees are eligible for deferment. Students may not defer payment for textbooks or supplies. A signature from an authorized representative of the employer indicates that the student qualifies for tuition deferment at the time this form is completed. Vincennes University does not assume this arrangement between the employer and the student is absolute or guaranteed. The student is responsible for abiding by the conditions established by the employer to qualify for reimbursement. Vincennes University does not bill the employer on behalf of the student or attempt to collect directly from the employer. It is the student's sole responsibility for payment of the amount due to the University by the specified due date. Payment for deferred tuition amounts are due no later than 20 days after final grades are posted. The student must pay the amount not covered by the employer by the due dates listed on the tuition bill. If the student still owes tuition after the deadline regardless if it is the undeferred amount or the deferred amount, the student will be assessed a late payment/payment plan fee by the University. Forms will not be accepted that are submitted after the due date. Students who submit the form after the due date will be responsible for tuition as indicated on the tuition bill and will not qualify for tuition deferment that semester.

Please type or print legible the information below.   Signatures must be on the form.

Student Information

Student name_____   Student ID# A_____

Employer name_____   Phone_____

Employer contact_____   Email_____

Completed by Employer

The above listed employee is authorized for tuition assistance in the amount of $ _____.
Note that the amount should only be listed for the current semester as this form must be completed for each semester of enrollment in the RN-BSN Program.

Authorized Employer Name and title_____

Authorized Signature_____ Date_____

I assume responsibility for these charges even if, for any reason, my employer refuses to pay me for them. I also agree to pay the account balance and all collection charges which may be incurred in the attempt to collect these fees.   I understand that I must pay the amount not covered by my employer as indicated on my tuition bill and the amount deferred for employer tuition deferment must be paid within 20 days of grades being posted. Failure to pay the balance within 20 days of grades being posted may result in removal of the following semester courses.   A hold will be placed on my account that will result in inability to obtain transcripts and/or register for classes until the account is paid in full.   I also understand that Vincennes University holds me, not my employer, 100% responsible for any and all charges at Vincennes University.

Student Signature_____   Date_____

Completed forms may be submitted via email to vunursing@vinu.edu or faxed to 812-888-4550. **Forms are due the Friday prior to the start of the semester. Late forms will not be accepted.**