University of Nebraska at Omaha
Employer Reimbursement Deferred Payment Plan (ERDPP)
Cashiering/Student Accounts Office, 6001 Dodge Street, EAB 109, Omaha, NE 68182
Phone 402-554-2324   Fax 402-554-3574

The University of Nebraska at Omaha recognizes that many companies offer tuition reimbursement to their employees. The ERDPP program allows students to take advantage of employer tuition reimbursement by deferring payment of all, or a portion, of tuition and fees. ERDPP applicants must submit this application + a $50 non-refundable application charge + your employer's reimbursement policy **each semester** that you wish to use ERDPP. Please indicate below which term you are requesting ERDPP.

Term	Application Deadline	Payment in full deadline
Spring	February 15th	June 23rd
Summer	May 15th	September 23rd
Fall	September 15th	January 23rd

My $50 non-refundable ERDPP application charge AND any charges NOT covered by my ERDPP, must be paid by credit/debit card prior to being enrolled in the ERDPP program.*

To be completed by student:

Student Name_____ NUID Number_____

Address_____
         Street   City   State   Zip

Preferred Telephone Number_____ Email_____

*You must pay your application charge AND any charges not covered by this ERDPP with a valid credit/debit card with an expiration date after the deferred tuition due date. This card WILL BE charged for any remaining balance, as well as retroactive late payment fees, if applicable, on the deferred due date.

To be completed by employer:

By signing this document, the employer confirms that a reimbursement plan is available to the above listed employee/student. Upon completion of the coursework, the **STUDENT** is responsible for making payment to the University of Nebraska at Omaha. **AT NO TIME IS THE EMPLOYER RESPONSIBLE FOR PAYMENT TO THE UNIVERSITY.**

I hereby certify that _____ is employed at _____
         Employee Name   Business Name

Business Address_____
         Street   City   State   Zip

and is eligible to participate in our employee reimbursement program. The maximum dollar amount or percentage paid for this semester under the reimbursement plan is $_____ or _____% for ____Tuition and Fees ____Tuition Only ____Fees Only

Name of Certifying Official_____ Title_____

Email_____ Telephone Number_____ Signature_____ Date_____

<div align="center">Terms and Conditions</div>

1. All prior term balances must be paid in full.
2. All payments made to your account from another source, (e.g. student loans, grants, scholarships) will first be applied to your unpaid tuition and fees balance. These funds will not be refunded until your tuition has been paid in full. ERDPP amounts are not credited to your student account until payment is actually received.
3. I understand my employer has no liability to University of Nebraska at Omaha and this agreement WILL NOT initiate billings to them.
4. **I agree to pay my student account in full no later than the payment in full deadline listed above whether or not I have completed my coursework and whether or not reimbursement has been issued to me by my employer**.
5. Extending the payment in full due date is not negotiable. ERDPP is an extended payment plan.
6. I understand this deferment covers only that percentage of tuition/fees that are being paid for by my employer, and that all other charges are due at the time I submit by ERDPP application.
7. I will be allowed to register for future terms as long as my account is not delinquent and all non ERDPP charges are paid in full.
8. I understand that if my student account is not paid on or before the payment in full deadline date listed above it will be considered delinquent and:
   a. **Retroactive late payment fees, up to a maximum of $200, may be assessed to my student account**.
   b. I will be unable to register for future terms or receive transcripts until the balance is paid in full.
   c. My account may be referred for collection, reported to a credit bureau and I may be responsible for expenses incurred while pursuing the collection of this debt.
   d. I may not be eligible to participate in ERDPP program for future terms.
9. I understand that if I do not meet the requirements or eligibility for reimbursement from my employer, withdraw from my course(s) or from the University, that:
   a. I will be subject to the posted refund schedule for the term.
   b. My liability is not waived.
   c. I am responsible for payment of all tuition, fees and late payment fees by the posted due date.
   d. I agree to be held personally liable in the event that my employer fails to reimburse me for any part of or the full amount of these charges.
10. I understand that I am responsible for securing grades and submitting them to my employer in a timely manner.
11. I release my rights under the Family Educational Right & Privacy Act (Buckley Amendment) and agree to allow the University of Nebraska at Omaha to release my financial information or to contact my employer.
12. **A new agreement must be submitted each semester.**
13. I understand that I will continue to receive monthly notifications as a reminder of the balance due. New charges should be paid by the posted due dates.
14. This agreement is not valid until approved by the Cashiering/Student Accounts Office.

By signing, I agree to the terms and conditions set forth in this agreement. I, not my employer, will be fully responsible for making payment to the University.

Student Signature_____ Date_____

Cashiering/Student Accounts approval. Date_____ Transaction Number_____