

Spring 2011  
**TUITION REIMBURSEMENT FORM**



Office of Student Billing- Alvernia- 400 St. Bernardine Street, Reading, PA 19607 Fax: 610.796.8425

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**Section A: Completed by Student**

Student Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Employer Name \_\_\_\_\_ Phone (      ) \_\_\_\_\_

Employer Address \_\_\_\_\_

**Statement of Financial Responsibility:**

I promise to pay Alvernia University my total financial obligation (including tuition and fees). I understand and acknowledge that in the event any anticipated funds are denied or are otherwise not forthcoming, or in the event that I stop attending Alvernia University for any reason, my total financial obligation shall become due and payable immediately. I understand and acknowledge that failure to fully satisfy my total financial obligation may result in the collection and/or legal action brought against me by Alvernia University. Further, I understand and acknowledge that I am fully obligated and responsible for any and all charges associated with such collection and/or legal action including, but not limited to, the reasonable attorney fees of Alvernia University.

**Signature indicates consent of financial responsibility as well as authorization for employer to submit information to Alvernia.**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*When Section A is complete, forward this sheet to your employer.*

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**Section B: Completed by Employer – Current tuition rates are available at [www.alvernia.edu/bursar](http://www.alvernia.edu/bursar)**

1. For the Spring 2011 academic term, we have/will reimburse(d) the student for:

Tuition and fees       Tuition only       Other \_\_\_\_\_  
(if less than 100%)

2. Indicate the course(s) or number of credits for which reimbursement will be provided for Spring 2011:

\_\_\_\_\_  
\_\_\_\_\_

3. Is reimbursement given *before*  or *after*  grades are received?

4. Web-based grades acceptable?     Yes       No

Authorizing Official's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Title \_\_\_\_\_ Phone: (      ) \_\_\_\_\_

*When Section B is complete, forward this sheet to:  
Office of Student Billing, 400 St. Bernardine Street, Reading, PA 19607  
Fax: 610.796.8425  
Email: [Student.Billing@alvernia.edu](mailto:Student.Billing@alvernia.edu)  
Thank you.*

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**Payment is due no later than 60 days from the conclusion of the class.  
Students will continue to receive monthly statements during the deferment period.  
All tuition is the responsibility of the student.**