



TUITION DEFERRAL PAYMENT AGREEMENT

Instructions: Complete this form and submit it to Cherry Scaturro, Financial Services, The Administration Bldg., DeVos Campus, with a copy of your previously approved Tuition Benefit Form **at least 7 days prior to the posted Tuition Due Date.**

Employee Name: _____ Employee ID: _____

Student Name: _____ Student ID: _____

I request that payment of the tuition and fees for the following approved class(s):

Course No.	Course Title	Credit Hrs.	Beg. Date	End Date

for the _____ semester be deferred until completion of the class(s).

I understand that I am responsible for the payment of tuition and fees associated with classes that do not qualify for tuition reimbursement as outlined in my contract or Meet and Confer Handbook.

The tuition deferral requires successful completion of the approved class(s). If this requirement is not met, I hereby authorize my employer, Grand Rapids Community College, to deduct the total amount of the classes listed above from my earnings in a lump sum from the first pay cycle following determination of ineligibility.

In addition, I understand that many GRCC services (including class registration for future GRCC classes) will be denied until the balance due is paid in full.

I give Financial Services/Cashier's Office staff permission to view final grades for the applicable classes to determine eligibility of reimbursement.

Employee Signature

Date

If Tuition Deferral is for Spouse or Child:

I give Financial Services/Cashier's Office staff permission to view final grades for the applicable classes to determine eligibility for reimbursement.

Student (Spouse or Child) Signature

Date