

VANGUARD
EMPLOYER TUITION DEFERRAL PROGRAM

STUDENT NAME _____ ID# _____ Semester _____

ADDRESS _____ Phone _____

EMPLOYER _____ Phone _____

ADDRESS _____

Please check here if you wish to have your credit card number below processed for your non-refundable \$35 program enrollement fee.

Before completing the Employer Tuition Deferral form, please read the terms and conditions of the Employer Deferral Program which are outlined below.
THE PURPOSE OF THIS APPLICATION IS TO REQUEST DEFERMENT OF THE DUE DATE OF YOUR TUITION (Vanguard students ONLY). IN ORDER TO QUALIFY YOU MUST ADHERE TO THE FOLLOWING:

- Tuition is due no later than 20 days after the final day of the semester. You will receive monthly statements.
- Signature and title of Vanguard Human Resources Administrator must be noted below to verify employment. Due by the original invoice payment due date along with \$35.00 non refundable participation fee.
- Please provide a credit card number and expiration date to be charged if payment is not received in our office by the due date. (see below to input credit card information)
- Employer Deferral Form, along with signature of Vanguard HR Administrator must be provided each semester you wish to participate in this plan (SEE BELOW).
- If, during the semester, there are payments made to your account from another source (e.g. student loan) these payments will first be applied to your unpaid tuition. These funds will not be refunded until your tuition has been paid in full.
- All fees (registration, lab, application etc.) are payable by the original due date of tuition even if covered by reimbursement.
- You will be responsible for any charges not paid by Vanguard. Failure to make full payment by the due date will prevent future participation in the plan and may affect current semester's registration. Current registration will be dropped and your account may be referred to a collection agency.
- If you are a degree seeking candidate, all invoices must be paid in full before diplomas are issued.
- **A late payment fee of \$100 will be assessed if payment is not received.**
- University withdrawal policy is strictly enforced.
- If the entire balance is not paid in full within 20 days from the end of the semester, the University may take any or all of the following steps:
 1. Declare the full amount of tuition and fees immediately due and payable.
 2. Offset any financial aid refund that may have been or will be received without further notice
 3. Report the delinquency to a credit bureau(s).

Refer the tuition account to a collection agency or law firm for the full amount due, plus all associated collection costs and legal fees. These costs are as follows:

 - 40% of the total balance due (including principal amount, interest, and late fees)
 - 100% of court costs.
 - Your signature below acknowledges that you have read and understand all that is stated in this application.

I have read the guidelines for Employer Tuition Deferral. I understand that I am fully responsible for the payment of my tuition.

Student Signature _____ Date _____
Credit Card number _____ Exp. Date _____

FOR EMPLOYER USE ONLY

Amount authorized for tuition per semester _____ (if applicable)

Is payment contingent upon grade? _____ Yes _____ No
Please accept my signature as proof that the above employee is currently employed with Vanguard.

Authorized Signature _____ Date _____

Name _____ (print)

Title _____