## Freed-Hardeman University

## Graduate Studies in Business

## Company Reimbursement Form

Student Name	<b>:</b>					
This agreemen	t is pertaining to the following acad	emic term: (please	check one)			
Fall	SpringS	ummer	Year			
Total number of	of hours enrolled for this term:					
Company Nan	ne:					-
Company Add	lress:					-
Company Con	tact:					
Company Pho	ne Number:					
Doos the ampl	oyer require grades before it will pa	?	Yes		No	
-						
Does the emplo	oyer require an invoice on FHU lette	erhead?	Yes	5	No	
Does the employer reimburse for 100% of the total education costs?			Yes	3	No	
If not, what cos	sts does the employer pay?					

NOTE: The company must agree to make the check for tuition payable to Freed-Hardeman University for participation in this program. Payment should be made to:

Freed-Hardeman University Office of Student Accounts 158 East Main Street Henderson, TN 38340

(complete and sign the back of this form)

Educational costs that are covered by company reimbursement will be deferred until the end of the above specified term. If the company reimburses less than 100% of the total educational cost, the student must pay the remaining balance at registration. The employer understands that, by signing this agreement, it is responsible to FHU for payment of this student account, regardless of the student/employee's performance in the course. The employer agrees to pay to FHU the amount owed within 10 days following the completion of the course.

The student understands and agrees that the student is ultimately responsible for payment of all charges incurred on the student account, regardless of the company's agreement. If the employer, for any reason, does not pay its agreed upon amount, the student is responsible for the total amount due. Accordingly, the student must make arrangements each term to ensure ultimate payment of all charges. If a student intends to use the reimbursement policy, this form must be submitted to the Office of Student Accounts no later than one week after the registration date for a class. All account balances must be paid in full before the student may register for any future courses at FHU.

In the event that payment is not received by the due date, the student's account will be charged a non-refundable late fee of \$50.00 and 1% interest each month on any unpaid past due balance. Should charges become delinquent and FHU deems it necessary to turn the account over for collection, the student agrees to pay any collection and/or legal fees (court cost, etc.) incurred as a result thereof.

If the company requires documentation of the grade to complete the payment, the student hereby authorizes FHU to release his or her final grade(s) for the course(s) covered by this agreement to the company. The company and the student understand and acknowledge that under federal law, these records are confidential and may not be disclosed to anyone without the student's prior written consent.

We, the undersigned, have read and completed this form and certify that the information it contains to be true as of the date it was

(Print Student Name)

(Student Signature)

(Date)

(Print Employer Representative Name)

(Employer Representative Signature)

## For FHU Use Only

Date Received: _	 
Date Entered:	 
Approved by:	