

The University of Evansville agrees to accept a tuition reimbursement approval form/letter from an employer and defer up to 75 percent of employer-approved tuition and fees until final grades are posted. Finance charges will be waived on the deferred balance through the end of the term.

Student responsibilities to the University are as follows:

1. Ensure that the University has received an employer-provided tuition reimbursement approval form/letter and 25 percent of approved tuition and fees, due at the time of first UE registration. An updated approval form, plus 25 percent of approved tuition and fees, will be due prior to the start of each subsequent semester. Tuition and fee amounts not covered through reimbursement will be due by the regular semester due dates.
2. View detailed billing statements, available through Self-Service on the first working day of each month.
3. Tuition, and fees not covered for any reason, including employer limits, unsatisfactory grades, or incomplete classes are the responsibility of the student.
4. Full payment will be required in the event the student withdraws from classes (see withdrawal policy/procedure in catalog), or if employment with the certifying employer is discontinued.
5. Students are given 30 days from the end of the semester to complete the reimbursement process with their respective employer and resolve outstanding balances with the University. In the event a student and employer cannot coordinate the employer reimbursement within this period, the student is responsible for the unpaid balance. Outstanding balances beyond the 30-day period will be subject to monthly late fees and future registration/academic record holds.

Office of Student Financial Services

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