

# EMPLOYER REIMBURSEMENT FORM



## SUBMIT PRIOR TO THE FIRST DAY OF CLASS

Each student is responsible to pay for tuition, fees and books for graduate school. For those students who receive a tuition reimbursement from their employer, OC Financial Services will work with you to defer payment to the end of class as some employers require completion documents or grades.

A \$50 deferment fee will be applied after the first week of class. The full amount of your tuition, fees and books is due on the last date of class. Each student is responsible for payment. OC does not bill employers or collect tuition reimbursement.

If you receive or apply for financial aid, tuition reimbursement benefits must be reported to OC's Financial Services.

**TERM:** \_\_\_ **SPRING 1** \_\_\_ **SPRING 2** \_\_\_ **SUMMER 1** \_\_\_ **SUMMER 2** \_\_\_ **FALL 1** \_\_\_ **FALL 2**

I, \_\_\_\_\_ OC ID# \_\_\_\_\_, authorize Oklahoma Christian University to release any and all information necessary to my Employer, \_\_\_\_\_, for the purpose of obtaining payment from Employer for classes I have completed at OC. The information provided will be determined by the requirements of Employer's tuition reimbursement policy. It will include, but may not be limited to, an itemization of the courses I have taken and the grades I earned in those courses.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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## TO BE COMPLETED BY EMPLOYER

Employer: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Reimbursement Amount/Percentage: Tuition \_\_\_\_\_ Fees \_\_\_\_\_ Books \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature of Certifying Official

\_\_\_\_\_  
Date