

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.

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

TO BE COMPLETED BY EMPLOYER

Employer: _____ Contact Person: _____

Phone: _____ Email: _____

Reimbursement Amount/Percentage: Tuition _____ Fees _____ Books _____

Authorized Signature of Certifying Official

Date