



Office of Financial Services & the Registrar

Employer Verification Form

Use this form to request an employer-related discount or tuition deferment due to employer reimbursement. This form must be submitted every semester when you register for classes. Provide the completed form to the Office of Financial Services and the Registrar by the semester drop/add date in order to avoid a \$50 fee.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Employment Status: [ ] Full-Time [ ] Part-Time Semester: [ ] Fall [ ] Spring [ ] Summer Year: \_\_\_\_\_

[ ] Employer-Related Discount

This discount is for students in the Online Bachelor's and Certificates Program and specific graduate programs who work for one of Seton Hill's Employer Partners. (Check with your advisor or the Office of Financial Services and the Registrar if you're unsure if you qualify.)

To apply, check the box above and provide this signed form to the Office of Financial Services and the Registrar with a letter from your employer:

- on company letterhead
• containing the name, address, email & phone # of the company contact
• signed & dated by the company contact person
• including the company's tax-exemption number if applicable

[ ] Tuition Deferment for Employer Reimbursement

You can request that Seton Hill defers your payment until 45 days after grades are posted on Grif nGate for the amount that is reimbursed by your employer. To do this, check the box above and provide this signed form to the Office of Financial Services and the Registrar with a letter from your employer:

- on company letterhead
• containing the name, address, email & phone # of the company contact
• signed & dated by the company contact person
• stating the dollar amount or percentage to be reimbursed

I hereby certify that the information provided on this form is true and correct to the best of my knowledge and belief. I understand that providing false information is a violation of Seton Hill University's policies and may result in disciplinary action.

Deferrals for the final semester must be paid two weeks prior to graduation. Forms will not be processed after the semester has ended, or if information is missing. Discounts cannot be retroactively applied to a term that has ended at the time the form is received. The full employer-related discount and tuition deferment policy can be found on MySHU.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office of Financial Services & the Registrar
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