The ERPP has been developed to help you meet your tuition costs at Moravian College. It permits students whose employers reimburse tuition costs directly to them to defer the reimbursed amount until the end of the term. It requires you to pay up front that portion of tuition not covered by your employer. Because company policies vary widely, the Comenius Center sets certain standards to which you must agree in order to use the plan.

Each term...

1. Submit a completed ERPP application and relevant fees at least seven days prior to the beginning of the fall, spring, or summer term. If you add or drop a course after submitting this form, submit a new form. The application constitutes a promissory note and an acknowledgement that you are personally responsible for the full tuition.

2. The signature of your employer’s representative on section C of the attached form is required. If you wish, you may also attach a letter from your employer verifying your employment and stating your eligibility for tuition reimbursement. You must notify Moravian at once if you are no longer eligible for the reimbursement.

3. Attach to the ERPP application a check, money order, or credit card authorization for your current total due listed in Section A, Line E. You will still need to pay the standard tuition deposit of $40 per course when you submit the application or at the time of registration.

4. You will receive an invoice for all tuition and fees for the term during the middle of the semester. The plan extends the payment-due date for the employer’s portion to four weeks after the date that grades are recorded by the Registrar’s Office. You can access your grade through AMOS (http://amos.moravian.edu), or upon request, the Registrar’s Office will mail an unofficial grade report to you stating your grade(s) in that term’s course(s). Present the report to your employer for reimbursement. Upon receipt of reimbursement from your employer, you are responsible for submitting payment to the college. An official transcript will not be issued until all charges are paid in full.

5. Remember that you alone are responsible for assuring that your bill is paid in full, even if you have not been reimbursed by your employer by the due date of four weeks/28 days after grades are mailed.

6. A late fee of $50 per month will be assessed on overdue accounts, and you may be prohibited from further use of the plan.

7. Withdrawal from a course does not relieve you of responsibility for paying your full tuition and fees according to published withdrawal policy.

Reminder: This form must be filed each term.
Application Form

Employer Reimbursement Payment Plan (ERPP)
Moravian College Comenius Center
(Please print or type)

A. Student Application Information and Acknowledgement of Responsibility

Term/Session: □ Fall □ Spring □ Summer I □ Summer II 20_ 
Name: ___________________________ Student ID# ___________________________
Address: ___________________________ 
City: ___________________ State: ____ Zip: ___________ 
Phone: Home: __________________ Work: __________________ E-mail: ___________ 
Employer: ___________________________ 
Employer’s Address: ___________________________ 
City: ___________________ State: ____ Zip: ___________ 
Minimum grade required for reimbursement__________________________

| Total tuition | $ ___________________ (A) |
| Amount of tuition reimbursed by employer and thus deferred | $ ___________________ (B) |
| Amount not covered by employer for which the student is responsible | $ ___________________ (C) |
| Your fee to use this plan | $ 35.00 (D) |
| Your technology fee for this semester/session | $ 40.00 (E) |
| Your amount due (C plus D plus E) | $ ___________________ (F) |
| Required course deposits ($40 per course when employer paying full tuition) | $ ___________________ (G) |
| Course deposits already paid ($40 per course) | $ ___________________ (H) |

**Total amount due with this application (F plus G) minus H** $__________________________ (I)

I authorize Moravian College to charge my credit card for:
□ Initial payment (Total Amount Due in Line I above)
□ (Optional) Remaining balance of my tuition if my employer has not provided reimbursement within four weeks after grades are recorded by the Registrar’s Office.

□ Visa □ MasterCard □ Discover Card No. ___________________________
Amt. to charge $ __________ Exp. date / / 3 Digit Security Code: *_________________________
(Signature) ___________________________ Date / / ___________
* last three numbers located on the back of your credit card

Promissory Note
I acknowledge that I am responsible for full payment of the balance due for tuition and fees for courses in the above term. It is my responsibility to comply with the requirements established by my employer for tuition reimbursement. I promise to pay Moravian College the balance remaining in my student account within 28 days of the Registrar’s issuance of unofficial grade reports for the above term. My obligation to pay is not contingent upon receiving reimbursement from my employer. I have read and understand the conditions of the payment plan listed on the back of this form.

Student Signature ___________________________ Date / / ___________

C. Employer Verification
Ask your company’s representative to complete the following. You may also attach a company letter verifying eligibility for company reimbursement.
This verifies that ___________________________

is eligible for tuition reimbursement as stated in Section A, Line A above.

Authorized company representative ___________________________ Date / / ___________
Title ___________________________ Phone Number ___________________________
Signature ___________________________ E-mail Address ___________________________

D. Moravian College Approval* Approved □ Not approved □
(Signature) ___________________________ Date / / ___________
Moravian College Bursar’s Office

*You will receive a copy of this form as verification that your application has been approved or not approved.