Students attending Charleston Southern University may have the option of participating in the commercial reimbursement program through their employer. Students who are depending on such reimbursement to pay their tuition charges at CSU, must comply with specific requirements to avoid a hold on their accounts. These requirements are as follows:

Provide to the Student Accounts Office the following required documents:

1. A letter from the employer providing reimbursement, on company letterhead, for each academic semester (Fall, Spring, Maymester, Summer I, Summer II) that includes the following:
   a. Student's full legal name
   b. Academic Semester payment will be applied to. The company can choose for the letter to apply to more than one semester, not to exceed one academic year, but must specifically state the date range. (e.g. Fall 2008, Spring 2009, Maymester 2009, Summer I 2009, Summer II 2009)
   c. Contact name, position, and telephone number of person/s responsible for payment
2. A copy of the company reimbursement policy should accompany the first letter. Additional copies of the policies are only required when/if changes occur.
3. A copy of this Commercial Reimbursement Guidelines for CSU must be signed by the student.

Policies:

1. It is understood that many companies have grade requirements in order to provide payment. This letter will ensure no penalty is placed on the account for non-payment until after the semester has ended and grades can be reported to such companies.
2. This policy does not allow a student to charge books or supplies onto their account, regardless of company policy.
3. The deadline for payment is 45 days after grades are due to the registrar. At this point the following will occur:
   a. a hold will be placed on the account
   b. registration for future semester courses will be deleted
   c. and future registration will be delayed until payment is received
4. If a student fails to pay their tuition by the required deadline for two times, participation in the commercial reimbursement program will no longer be available to the student.
5. Please note that this program is not available the semester you graduate. All bills are due by the deadline set by registration, and no exceptions are made for commercial reimbursement students. You should plan ahead for this requirement and be prepared to pay your tuition balance before you are reimbursed by your company.

By signing below I acknowledge that I have read and understand the above policies.

Student Signature ____________________________________________  Student ID # __________________________  Date __________________________

Promoting Academic Excellence in a Christian Environment