



WILKES UNIVERSITY

Employer Tuition Deferment Agreement

Student Name: _____

WIN #: _____ Phone #: _____

(Graduating Seniors will not receive a diploma or transcripts until paid in full)

Semester	Year	Credit Hours	Dollar Amount

Employer Approved - Requests for Deferment must be submitted the beginning of every semester. Deferment applies only to the amount the employer will reimburse for tuition and does not include fees, room and board, bookstore or other charges unless otherwise noted by employer, on this form. All other charges must be remitted as required by Wilkes University policy.

Employer Receipts - If your employer requires a receipt, please print an invoice from the Wilkes portal. (Student tab / Select Student Service, View Invoice/My Account/ Statements – choose the appropriate invoice from the drop down menu.)

Employer Deferment Agreement Holds/Indicators are added to student accounts. You can verify the hold has been added to your account via the portal. (Student Services tab / My Records / View Holds – FE Employer Deferment Hold will be listed.)

If for any reason I become ineligible for deferred tuition payment based on employer guidelines, I guarantee that I will remit payment in full to Wilkes University within fifteen (15) days from the date of disqualification or within Wilkes University payment policy requirement.

I certify that I have read the above and agree to the terms and conditions of this agreement.

Student Signature _____ Date _____

TO BE COMPLETED BY EMPLOYER

Please complete the following to verify that the above named student is eligible for tuition reimbursement. The employer will not be held liable by Wilkes University for any charges incurred by the student.

Company Name: _____ Phone #: _____

Authorized Official: _____

Employer Signature _____ Date _____

Return to:
Wilkes University
Bursar's Office
84 W. South Street
Wilkes-Barre, PA 18766
Email: billing@wilkes.edu