

ID # _____
Academic Year _____ / _____

WESTMINSTER COLLEGE

EMPLOYER REIMBURSEMENT VERIFICATION

I am employed by _____, where I am eligible for coverage by a tuition reimbursement plan. The reimbursement requirements (e.g., 100%, based on grades, etc.) are:

I understand that in addition to this verification, a Promissory Note must be signed each semester with the Accounts Receivable Office.

In order to prove attendance and cost to my employer (in addition to the Final Grade Mailer), the Accounts Receivable Office can provide, upon my request, one of the following:

- Detail of Account—a history of the transactions on the tuition accounts
- Statement of Account—a typed statement showing tuition, fees, finance charges, and any credits that have been applied (including financial aid)
- Registration Invoice—an invoice listing classes and the associated cost of each class

Note: Please allow at least 48 hours for processing. This information will not be processed during the first week of any given semester.

Student Signature

Date

Social Security Number

To be completed by employee/student:

Company Name _____

Company Address _____

Telephone Number _____ Fax Number _____

To be completed by employer:

The above student/employee is eligible for tuition reimbursement.

Name and Title _____

Signature _____ Phone _____

White: Accounts Receivable

Yellow: Financial Aid

Pink: Student