



Bay State College

Where Your Success Matters

Tuition Reimbursement Policy Agreement & Promissory Note

To accommodate individual Tuition Reimbursement programs, students participating in their company's reimbursement program are not required to pay their tuition prior to the start of each semester. Students must notify us and will be offered an extended tuition due date beyond the first day of class. This extension is offered to allow enough time for the company to issue your reimbursement.

Student Name _____ Student ID# _____

Address _____

City/State/Zip _____

Home telephone _____ Work Telephone _____

Employer/Company Name _____

Company Address _____

City/State/Zip _____

I, _____, acknowledge that I am currently employed by a company that offers tuition reimbursement to its employees. The college agrees to extend the semester due date to coincide with my companies reimbursement policy. In the event that my company does not issue my reimbursement on or before _____, I am still responsible for paying the balance due. Late Payment fees may also apply and future registrations may be denied if my account becomes delinquent. In addition, collection costs will be assessed if my account is referred for collection and a hold will be placed on all records at the College.

I understand my responsibilities under the Tuition Reimbursement Policy and agree to the terms.

Signature

Date

Submit this completed form along with a copy of your employer's reimbursement policy to:

Bay State College- Student Business Center
31 St. James Avenue
Boston, MA 02116
businesscenter@baystate.edu
(p) 617-217-9066
(f) 617-217-9045