

**TUITION REIMBURSEMENT FORM**

(Check One)

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Undergraduate \_\_\_\_\_ Graduate \_\_\_\_\_

**TERMS AND CONDITIONS:**

- Form defers tuition and required fees only
- New form required for each semester
- Form can be mailed, faxed, or hand delivered
- I do not owe more than the tuition and fees for the immediately preceding semester
- Delinquent holds are automatically placed by UP (students notified via email) and promptly removed by the Bursar's Office
- Student account balance must be zero to receive diploma or request transcripts
- elion reflects the official bill and cannot be altered in anyway

By my signature I agree to all terms and conditions listed above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE PRINT**

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

PSU ID #: \_\_\_\_\_

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**EMPLOYER CERTIFICATION**

By my signature, I hereby certify that the above named employee is eligible for reimbursement of appropriate tuition and fees subject to the conditions listed below. The employee will receive reimbursement directly from the company, and it is the employee's responsibility to make payment to the Penn State Behrend Bursar's Office.

Company Name: \_\_\_\_\_

Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title