



**MOUNT ALOYSIUS COLLEGE – OFFICE OF GRADUATE AND CONTINUING EDUCATION  
TUITION DEFERMENT PAYMENT PLAN FOR EMPLOYER REIMBURSEMENTS**

**SHEETZ/NPC VERSION**

The Mount Aloysius College (MAC) - Office of Graduate and Continuing Education (GCE) Tuition Deferment Payment Plan for Employer Reimbursements is designed to limit the out-of-pocket expenses for students enrolled in a Continuing Education Special Program course and employed by a qualified employer. Students who participate in this program must, at the beginning of each semester must complete a Tuition Deferment Form; pay the \$50 program fee, the \$30 registration fee, and the portion of their tuition and fees which will not be reimbursed by their employer. The balance of tuition and fees (the portion reimbursed by the employer) must be paid within 45 days after the end of the semester in which the course is taken.

For example, if a student's bill is \$645 tuition and \$30 registration fee, and his or her employer reimburses 50% of the tuition, the student will owe \$402.50 at the beginning of the semester (\$50 program fee + \$30 registration fee + \$322.50 un-reimbursed tuition) and \$322.50 (reimbursed by the employer) within 45 days after the end of the semester.

If a student drops a course during the semester, the student is responsible for paying the tuition balance immediately. Textbooks are not included in this program; the price of textbooks must be paid in full upon purchase.

Students interested in participating in this program must complete a tuition deferment application **each semester no later than two weeks prior to the beginning of the semester to which the deferment applies**. Qualified employers are those with a tuition reimbursement policy who have forwarded a copy of the policy to the Office of Graduate and Continuing Education and who verify the employment status of students.

Payments can be made by mail, by phone, or in person at the Controller's Office, located on the first floor of the Main Administration Building. Acceptable forms of payment are cash, check, money order, or credit card (Visa, MasterCard, Discover, or American Express).

If you have any questions regarding the Mount Aloysius College Office of Graduate and Continuing Education Tuition Deferment Payment Plan for Employer Reimbursements, please contact the Controller's Office at (814) 886-6368.