

Student Accounts Office
Company Tuition Assistance Agreement
September 1, 2019 – August 31, 2020

PART I: TO BE COMPLETED BY STUDENT:

Name: _____ ID: _____
Address: _____ Phone: _____

Terms of Agreement:

- Student must be degree-seeking to qualify for participation in this agreement.
- Student has reviewed and accepted the online **Financial Agreement and Disclosure** document.
- Student accepts ultimate responsibility for payment of charges on their student account.
- Any amount of company tuition assistance will be considered as a resource when determining financial aid eligibility.
- Registration for an additional term while carrying a balance from the prior term is permitted if the balance is no more than the amount the employer has authorized to pay.
- Grades, transcripts, and diploma will not be released until the student's account is paid in full.
- Interest will accrue at the rate of .67% per month and will be the responsibility of the student.
- This form is only valid for one academic year and must be completed annually.

Allocation of funds: Fall '19 \$ _____ Spring '20 \$ _____ Summer '20 \$ _____

*Allocation of funds must equal expected benefit amount indicated below by employer

Student Signature _____ Date _____

PART II: TO BE COMPLETED BY EMPLOYER:

This document acknowledges that this student is eligible to receive tuition assistance to cover educational expenses for the noted academic year.

Company name and address: _____

Name of company official: _____
Phone number: _____

Expected benefit amount per academic year: \$ _____

The company will send payment: Prior to semester _____ End of semester _____ (pending grades)

Signature of company official: _____ Date: _____

**** Note: Please attach a copy of your company's tuition assistance policy. ****

Return the completed form and documentation to:

Hamline University, Student Accounts Office, MS-A1770, 1536 Hewitt Avenue, St. Paul, MN 55104, or fax to 651-523-2585, or email studentaccounts@hamline.edu.

Questions? Contact Student Accounts at 651-523-3000.