
If you will be receiving tuition reimbursement from an employer, this form should be completed and returned to the Saint Mary's University Business Office. If this form is ON FILE in the Business Office, you may wait until you receive reimbursement to pay your account. If you do wait for your reimbursement, you will NOT be required to pay service charges until 30 days after the end of the semester.

Part I - Student Information

Student ID number _____

Name _____

Street Address _____

City _____ State _____ Zip Code _____ Phone Number _____

Student Signature _____

Part II - Employer Information

Company Name _____

Street Address _____

City _____ State _____ Zip Code _____

Contact Person _____ Phone Number _____

(Company name) _____ has a tuition reimbursement program

in which (students name) _____ will be eligible to participate.

Supervisor or Benefits Officer Signature _____

Date _____

Newly Accepted Students: Please attach a copy of the company policy and/or any additional information available concerning the company's reimbursement program.

Returning Students: Please attach a copy of the company policy only if this is a new employer.

TWIN CITIES CAMPUS