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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.

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**TWIN CITIES CAMPUS**