

# DEPAUL

## DEPAUL EXTENSION PLAN FOR EMPLOYER REIMBURSEMENT 2007/2008

DePaul's Extension Plan for Employer Reimbursement (DePEPER) is a payment option for students who receive tuition reimbursement from their employers. It is administered through the Student Accounts office. The payment plan is designed to view coverage by an employer tuition reimbursement program as pending payment. Since employer reimbursement is generally issued at the end of a term, this extension payment plan allows the students covered by such an employer reimbursement plan to receive an extended payment due date for their tuition charges. Bills and grades will be issued to the students only and not to the employers. It is the responsibility of the student to provide their employers with copies of any documents their employer may require. **Regardless of when the employer reimburses the student, the extended payment due dates are not negotiable.**

### WHAT ARE THE ELIGIBILITY REQUIREMENTS?

Students must submit the application by the application deadline. If there is a doubtful account history, past due balance, or insufficient employer documentation, the student will not be accepted into the program.

### WHAT COURSES CAN I ENROLL IN TO BE ELIGIBLE FOR THIS PROGRAM?

To be eligible to participate in this program, students must be enrolled in the traditional terms (see qualify terms). Special seminars, extended courses, workshops, courses which require pre-payment, audits and zero credit courses are not covered in this program.

### CAN I APPLY FOR THIS PROGRAM IF I HAVE ALSO APPLIED FOR FINANCIAL AID?

This program is designed to assist students who do not receive financial aid. There are no exceptions to this policy. Financial Aid can be defined as Grants, all Loans, or Third Party. Accounts are periodically audited, if you are receiving any aid, you will be automatically removed from this plan.

### WHAT IF MY EMPLOYER DOES NOT REIMBURSE ME IN TIME TO PAY MY BILL BY THE EXTENDED PAYMENT DUE DATE, OR IF THERE ARE OTHER CIRCUMSTANCES THAT PREVENT ME FROM PAYING?

Regardless of when the employer reimburses the student, it is the student's responsibility to pay the balance in full on or before the extended payment due date. Students who experience this delay from their employers typically pay tuition using a credit card. Students are responsible for paying their tuition accounts in full by the extended payment due date.

- Payment is due whether or not course work is completed.
- Payment is due even if the student has not received reimbursement from their employer.
- Payment is due whether or not grades are received.
- Extended payment due dates are not negotiable, DePEPER is an **EXTENDED** Payment Plan.
- \$100 delinquency fee will be assessed to students who do not meet the extended payment deadlines.
- Failure to meet the application agreement will jeopardize future participation in the program and may prevent future enrollment.
- Payments can be made on the web at <https://campusconnect.depaul.edu>

**HOW DO I APPLY?**

Applications are to be submitted online through the Campusconnect login.

Navigate to “*For Students*”, then “*DePEPER/Employer Reimbursement*” and follow the prompts. You will be notified instantly if your application is denied. Do not return the application to the college office; this will not ensure that you will participate in the program.

**FEES SCHEDULE/IMPORTANT DATES**

<b>Qualifying Term</b>	<b>Fee</b>	<b>Application Deadline</b>	<b>Extended Payment Due Dates</b>
Annual Application (Fall, Winter & Spring only)	\$125	09/12/07	
Fall term	\$50	09/12/07	01/04/08
Winter term	\$50	01/10/08	04/18/08
Spring term	\$50	04/07/08	07/13/08
Summer Session	\$50	07/23/08	09/22/08
Law Annual Application (Fall & Spring only)	\$125	09/07/07	
Law Fall Semester	\$60	09/07/07	01/25/08
Law Spring Semester	\$60	01/29/08	06/13/08
Law Summer Session	\$60	TBA	TBA

- ALL FEES ARE NON-REFUNDABLE.
- Applications need to be submitted online by the due date. The online system will not allow enrollment once the due date has expired.

For information about DePEPER, call the Student Financial Accounts office at, (312) 362-8390 or, (312) 362-6628.

# DEPAUL

## DEPAUL EXTENSION PLAN FOR EMPLOYER REIMBURSEMENT DEPEPER APPLICATION 2007/2008

Name \_\_\_\_\_ DePaul Student ID \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

Select One: \_\_\_ Undergraduate \_\_\_ Graduate \_\_\_ Law

I am applying for (please circle one):

Qualifying Term	Fee	Application Deadline	Extended Payment Due Dates
Annual Application			
<b>Fall, Winter &amp; Spring terms only</b>	\$125	09/12/07	
Fall term	\$50	09/12/07	01/04/08
Winter term	\$50	01/10/08	04/18/08
Spring term	\$50	04/07/08	07/13/08
Summer Session	\$50	07/23/08	09/22/08
Law Fall & Spring (Annual Application)	\$125	09/07/07	
Law Fall Semester	\$60	09/07/07	01/25/08
Law Spring Semester	\$60	01/29/08	06/13/08
Law Summer Session	\$60	TBA	TBA

**ALL FEES ARE NON-REFUNDABLE.** Application fee will be deferred until Extended Payment due date.

### To be completed by the student:

I am employed by \_\_\_\_\_, where I am eligible for tuition reimbursement. I, therefore, request a payment extension and I agree to pay my tuition account in full no later than the extended payment due date.

Payment is due:

- whether or not I have completed my courses work.
- even if I have not received reimbursement from my employer.

I HAVE READ AND UNDERSTAND THE TERMS OF THIS AGREEMENT. FAILURE TO PAY BY THE EXTENDED PAYMENT DUE DATE WILL SUBJECT MY ACCOUNT TO:

- \$100 DELINQUENCY FEE.
- MAY PROHIBIT ME FROM REGISTRATION AND SERVICES.
- DENY ME FUTURE PARTICIPATION IN THIS EXTENSION PAYMENT PROGRAM.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

DePaul University reserves the right to refuse acceptance into this program for any reason. The University does not discriminate on the basis of race, color, national origin, religion, sex, age, or handicap in admission, employment, or provision of services. DePaul University reserves the right to verify employment.

OVER

Employer's Name \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Note: Random audits will be conducted by DePaul University to verify the employment information which you have provided.

Please return this application to DePaul University:

DePaul University  
Student Accounts  
1 East Jackson Boulevard  
Chicago, Illinois 60604-2287

Fax application to: Student Accounts (312) 362-5824

Please do not return this application to the college office. Any questions regarding this program should be directed to the Student Financial Accounts Office at (312) 362-8390 or, (312) 362-6628.

2007/2008 Academic Year

**FOR OFFICE USE ONLY**

Date Received \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Reason if Denied \_\_\_\_\_

Tracer Number \_\_\_\_\_ Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_