

# GENEVA COLLEGE

## MBA TUITION REIMBURSEMENT AGREEMENT

Geneva College agrees to defer payment of up to 70% of the tuition costs of MBA courses taken by students who work for firms that have published tuition reimbursement programs. You must agree to each of the following conditions in order to be eligible for this program. **A new agreement is required for each term in which you enroll.**

- 1 I will pay 30% of the tuition cost prior to the beginning of the semester, or summer term, in which the class is scheduled. In the event that my employer pays some or all of the cost of tuition prior to the semester, and if that amount is greater than 30%, then the higher amount is due.
- 1 I must provide Geneva College with written and official documentation that my employer has a tuition reimbursement program. In most cases, this would consist of a copy of the section of the employee handbook that details the program.
- 1 I realize that I am fully liable for the remaining cost of tuition even if my employer fails to reimburse me for any reason, including, but not limited to, the following:
- my employment relationship with the company ends.
  - the reimbursement plan is altered or is ended.
  - my grade in the course does not qualify me for complete or partial reimbursement.
- 1 I agree to pay to Geneva College the remaining cost of tuition at the earliest of the following two dates:
- within one calendar week of the time that I receive the reimbursement
  - one calendar month after official grades have been issued by Geneva College, even if I have not yet received reimbursement from my employer.
- 1 I understand that in the event that I fail to fully satisfy my tuition obligation according to the terms specified above, each of the following actions will be taken:
- I will not be able to complete course work in which I may be enrolled at the time.
  - Geneva College will not release transcripts of any Geneva College courses, graduate or undergraduate, which I may have taken.
  - My obligation may be turned over to a collection agency.

*“My signature below is an acknowledgement that I have read, understand, and agree to comply with each of the above statements and promise to abide by the specified terms.”*

Print your name \_\_\_\_\_

Employer \_\_\_\_\_ Reimbursement plan documentation is \_\_\_\_ on file \_\_\_\_ attached.

A. Total tuition charge for term	\$ _____
B. Amount paid at beginning of semester (no less than 30% of line A)	\$ _____
C. Amount I promise to pay no later than one month after grade issuance (A-B)	\$ _____

List the course(s) covered by this agreement \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_